



Accounts Receivable Reporting Manual

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Accounts Receivable Queries

VT_ACCOUNTS_RECEIVABLE_JOURNAL-VTBI007	
Purpose	Lists the current status of open accounts receivable pending items posted within a date range
Prompts	AR business unit, set ID, origin, and a range of posted dates
Columns	Posted date, entered date, business unit, item id, group id, user, customer, origin id, and amounts: control, entered, posted total and balance

VT_AR_ACCRUED_CUST_RECEIVABLES – AR Accrued Customer Receivable	
Purpose	Lists AR pending items posted to the general ledger within a date range. Does <u>not</u> include payment activity, but does include maintenance worksheet activity
Prompts	GL and AR business units, fund, dept ID, account and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUSTOMER_DEPS_QUERY – Customer Deposits	
Purpose	Lists customer activity posted within a date range. Includes pending items, maintenance worksheets, and payments.
Prompts	GL and AR business unit, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUST_OPEN_ITEMS – Customer Open Items for a BU	
Purpose	Lists all open accounts receivable pending for a business unit and customer
Prompts	AR business unit, set ID, and customer id
Columns	AR business unit, customer, item id, accounting date, amount, entry type, entry reason, journal template, and status

VT_AR_DIRECT_JRNLS_DEPOSIT – AR Direct Journal Deposits	
Purpose	Lists direct journal deposits and all associated chartfields. Includes only the revenue/expense side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, accounting period, fiscal year, journal information, and journal template

VT_AR_DIRECT_JRNLS_QUERY – Direct Journals View	
Purpose	Lists direct journal deposits and all associated chartfields. Similar to VT_AR_DIRECT_JRNLS_DEPOSIT except that it also includes the cash side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, journal information, and journal template

VT_AR_DIR_JRNL_BKACCT – Direct Journals w/ Bank Account and BU prompts	
Purpose	Lists all direct journal deposits for a business unit and specific bank account within a date range. You must know the specific bank account number before running the query because it will not let you browse account numbers.
Prompts	GL business unit, bank account, and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_DIR_JRNL_BK_PROMPT – Direct Journals w/ Bank Account Prompt	
Purpose	Lists all direct journal deposits within a date range for a specific bank account – all business units. You must know the specific bank account number before running the query because it will not let you browse account numbers. Similar to VT_AR_DIR_JRNL_BKACCT except it does not prompt for business unit and will report deposits from all business units.
Prompts	Bank account and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_JOURNAL_DRILLDOWN – Customer Deposits-Not Direct Journals	
Purpose	Lists deposit and pending item information for an AR journal related to customer deposits. You must know the specific journal id before running this query because it does not allow you to browse journal id's.
Prompts	GL business unit and journal id
Columns	GL and AR business units, deposit id, group id, item id, customer id, account, fund, Dept ID, journal id, accounting date, amount and posted date

VT_AR_PENDING_ITEM_QUERY – AR Pending Item Query	
Purpose	Lists online pending item information for a group id and item id
Prompts	Business unit, group id and item id. Can use % for both group id and item id, but this will return results back to the beginning of VISION and is not recommended. If % is needed for both fields, use the VT_AR_PENDING_ITEM_LIST query which also includes a date range prompt.
Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_PENDING_ITEM_LIST – Pending Items for Date Range	
Purpose	Lists all online pending items for a date range. Similar to VT_AR_PENDING_ITEM_QUERY but it also prompts for a range of accounting dates.
Prompts	Business unit, group id, item id and range of accounting dates. Can use % for group id and item id. Since this query includes a date range, % may be used in both fields since it will only include the pending items within the specified date range.
Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_TRANSACTIONS – AR Deposits & Pending Items	
Purpose	Lists accounts receivable transactions: both pending items and all types of deposits. Combines the results of the VT_AR_CUSTOMER_DEPS_QUERY and the VT_AR_DIRECT_JRNLS_QUERY into one report.
Prompts	GL and AR business units, fund, dept ID, account, program, and a range of journal dates
Columns	GL and AR business units, item id, item sequence, item line, all chartfields, affiliate, journal id and date, line description, amount, template, deposit id, customer id and customer name. For direct journal entries, the name Direct Journal Entry is used in place of the customer name.

VT_AR_OPEN_ITEMS_BU_AND_CUST– AR open items to be matched.	
Purpose	Lists AR open items to determine items that can be matched
Prompts	GL business unit, customer ID (may use % for all), set ID
Columns	GL business unit, customer, name, item ID, item balance, project, entry type, reason, account, fund, dept ID, sales person, collector, status

VT_CASH_RECEIPT_JOURNAL – Cash Receipt Journal	
Purpose	Lists all deposits for a business unit received within a date range
Prompts	AR business unit, set ID, deposit type (cash/checks, federal, wire, etc), deposit posting status (completely posted, not posted, etc.) and a range of received dates. Can use % for prompts.
Columns	Received date, AR business unit, deposit id, operator id, deposit type, bank account number, balance, posted status, control amount, entered amount, posted total, direct journal amount and customer id

VT_CUSTOMERS – Customers for a SET ID	
Purpose	Lists all information in the Customer record. Used to review basic information about one or more customers used by a business unit
Prompts	Set ID (business unit), customer id and customer status (% can be used for customer id and status)
Columns	All fields in the customer record are reported

VT_DEPOSITS_CHECK_BU – Check for Deposits in Wrong BU	
Purpose	Lists deposits where the business unit on the deposit is not the same as the deposit on the related item activity
Prompts	AR business unit (deposit bu) and posted date greater than

Columns	Business unit (bu on item id), customer id, item id, amount, accounting date, posted date, deposit business unit and deposit id
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VISION FINANCIALS

Accounting Entries (AR50001)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report lists accounting line information at either a detail or summary level.

Type of Report

SQR

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Accounting Entries; or, Accounts Receivable > Drafts > Reports > Accounting Entries

Or



Accounts Receivable > Pending Items > Reports > Accounting Entries

Report Execution Procedure

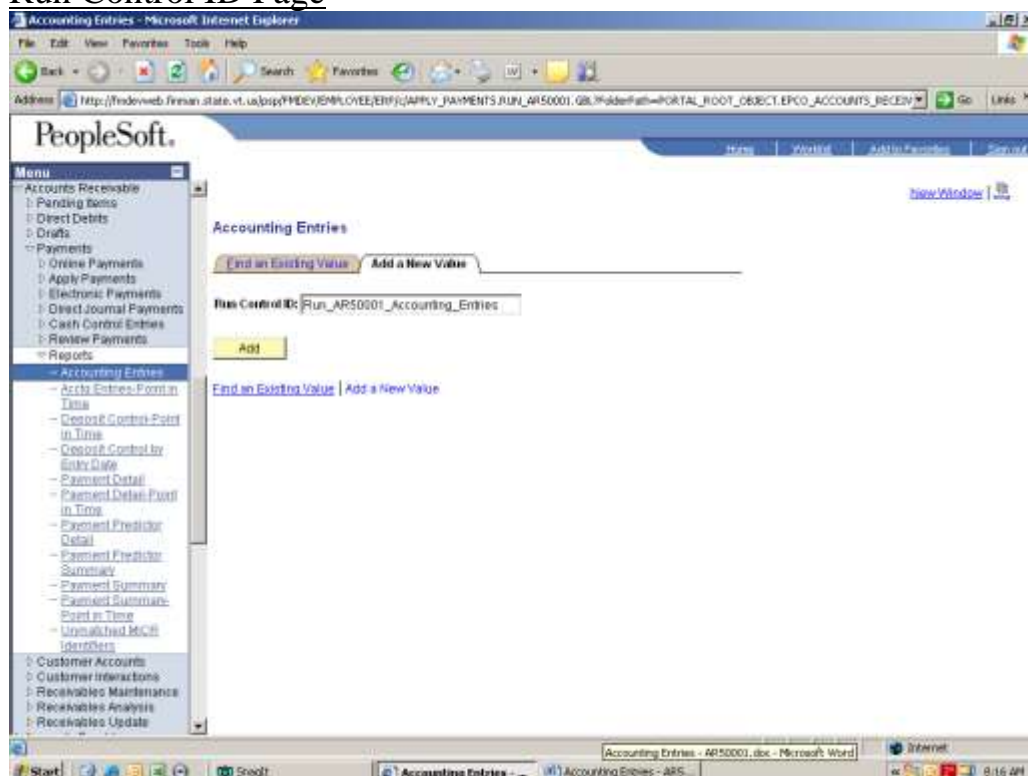
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50001_Accounting_Entries)

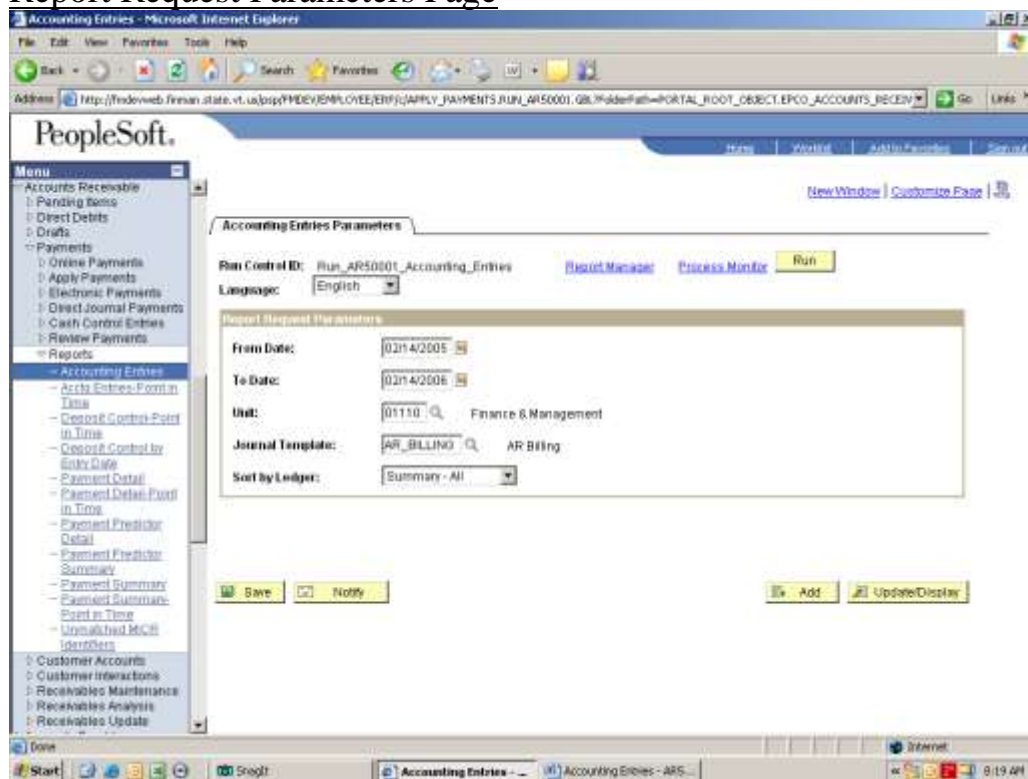
Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template
Sort by Ledger	Select desired report type and sort option	Use drop down list to select

Report Steps		see screenshot below
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page



Report Request Parameters Page



Process Scheduler Request Page

Accounting Entries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://devweb.fresno.state.tx.us/pspp/DEV/EMPLOYEE/ERP/CAPPLY_PAYMENTS.RUN_AR50001.GBL?identification=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_RECEIV

PeopleSoft.

Home | Workflow | Admin Functions | Search

New Window | Customize Page | 3

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR50001_Accounting_Entries

Server Name: Run Date: 6/21/4/2007

Recurrence: Run Time: 8:20 08AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Accounting Entries	AR50001	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Accounting Entries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://devweb.fresno.state.tx.us/pspp/DEV/EMPLOYEE/ERP/CAPPLY_PAYMENTS.RUN_AR50001.GBL?identification=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_RECEIV

PeopleSoft.

Home | Workflow | Admin Functions | Search

New Window | Customize Page | 3

Process List **Server List**

View Process Request List

User ID: JHARRIS Type: Last: 23 Minutes

Server: Name: Instance: Is

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize \(Find\)](#) [View All](#) [First](#) [Next](#) [Last](#)

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494799		BQR Report	AR50001	JHARRIS	6/21/4/2007 8:20 08AM EST	Success	Posted	Details

[Go back to Accounting Entries](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Detail Page

Process Detail

Instance:	2494799	Type:	SQR Report
Name:	AR50001	Description:	Accounting Entries
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID:	Run_AR50001_Accounting_Entries	Hold Request	<input type="radio"/>
Location:	Server	Queue Request	<input type="radio"/>
Server:	PSUN01	Cancel Request	<input type="radio"/>
Recurrence:		Delete Request	<input type="radio"/>
		Restart Request	<input type="radio"/>

DateTime

Request Created On:	02/14/2007 8:20:29AM EST	Parameters	Transfer
Run Anytime After:	02/14/2007 8:20:06AM EST	Message Log	
Begin Process At:	02/14/2007 8:20:39AM EST	Batch Timings	
Ended Process At:	02/14/2007 8:20:44AM EST	View Log/Trace	

OK Cancel

View Log/Trace Page

View Log/Trace

Report ID:	7000	Process Instance:	2494799	Message Log
Name:	AR50001	Process Type:	SQR Report	
Run Status:	Success			

Accounting Entries

Distribution Details

Distribution Node:	FMPDWEB1	Expiration Date:	11/09/2009
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File List

Name	File Size (bytes)	DateTime Created
Message Log	1,614	02/14/2007 8:20:44.000000AM EST
ar50001_2494799.PDF	8,043	02/14/2007 8:20:44.000000AM EST
Trace File	0	02/14/2007 8:20:44.000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output

http://findevweb.finnan.state.vt.us/psreports/FMDEV/7000/ar50001_2494799.PDF - Microsoft Internet Explorer

Address: http://findevweb.finnan.state.vt.us/psreports/FMDEV/7000/ar50001_2494799.PDF

Save a Copy

Search this

Adobe Reader 7.0

Report ID: AR50001
Business Unit: 01110%
Application Jnl: AR BILLING
Report Option: SUMMARIZED BY ACCOUNTING DATE - ALL

PeopleSoft Receivable
ACCOUNTING ENTRIES
For 02/14/2005 through 02/24/2005

Ledger	Primary Ledger	Account	Fund	Department	Program	Class	Project	Affil
02/14/2005	AR BILLING	01110		Dist	AR00538914		02/14/2005	
	Y	110001	63089	1110002000				
	Y	457500	63089	1110002000				
02/24/2005	AR BILLING	01110		Dist	AR00542858		02/24/2005	
	Y	110001	63089	1110002000				
	Y	457500	63089	1110002000				

1 of 5

Start

Accounting Entries - Micro...

Accounting Entries - ARS...

http://findevweb.finnan.state.vt.us/psreports/FMDEV/7000/ar50001_2494799.PDF

8:21 AM

VISION FINANCIALS

Accounting Entries – Point in Time (AR50001P)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report shows accounting line information at the detail level, including all Chartfield activity. You specify a point in time to run the report.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Acctg Entries – Point in Time

Or



Accounts Receivable > Pending Items > Reports > Acctg Entries – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50001P_Accounting_Entry)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select desired Point in Time Type	Choices are Day, MTD, Range & YTD
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter desired as of date	Click on calendar to select date; this selection disappears if Range PIT Type is selected
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit

Report Steps		see screenshot below
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check the box next to “Point in Time Accting Entries”	It’s process name is AR50001P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft 'Accounting Entries - Point in Time' application. The browser window is titled 'Accounting Entries - Point in Time - Microsoft Internet Explorer'. The address bar shows the URL: 'http://trdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/ERP/jsp/APPLY_PAYMENTS/Run_AR50001FET.GBL'. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area has a title bar 'Accounting Entries - Point in Time' and two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, the 'Run Control ID' is set to 'Run_AR50001F_Accounting_Entry'. There is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several application icons, and the system clock at 9:36 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft 'Accounting Entries - Point in Time' application. The browser window is titled 'Accounting Entries - Point in Time - Microsoft Internet Explorer'. The address bar shows the URL: 'http://trdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/ERP/jsp/APPLY_PAYMENTS/Run_AR50001FET.GBL'. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area has a title bar 'Accounting Entries - Point in Time' and two tabs: 'Find an Existing Value' and 'Add a New Value' (selected). Below the tabs, the 'Run Control ID' is set to 'Run_AR50001F_Accounting_Entry'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. The 'Report Request Parameters' section contains the following fields: 'Point in Time Type' (YTD), 'From Date' (07/01/2006), 'As of Date' (02/14/2007), 'To Date' (02/14/2007), 'Unit' (01115), and 'Journal Template'. The 'Unit' field is labeled 'F&M - Financial Management Sys'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The taskbar at the bottom shows the Start button, several application icons, and the system clock at 9:50 AM.

Process Scheduler Request Page

PeopleSoft®

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR50001P_Accounting_Entire

Server Name: PSNTCR Run Date: 02/14/2007
 Recurrence: Run Time: 9:51:07AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Point in Time Acctg Entries	AR50001P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Point in Time Acct Entries Sum	AR50002P	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft®

Process List [Server List](#)

View Processes Request List

User ID: JHARRIS Type: Last: 23 Minutes [Save](#)

Server: Name: Instance: [Save On Refresh](#)

Run Status: Distribution Status: [Save](#) [Notify](#)

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494803		Crystal	AR50001P	JHARRIS	02/14/2007 9:47:54AM EST	Success	Posted	Details

[Go back to Existing Entries - Point in Time](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for the process 'Acctg Entries-Point in Time'. The page is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fdevweb.finnan.state.vt.us/bpp/HRDEV/EMPLOYEE/HRP/CA/PLY_PAYMENTS.RUN_AR50001PT.GBL.

Process Detail

Instance: 2494803	Type: Crystal
Name: AR50001P	Description: Point in Time Acctg Entries
Run Status: Success	Distribution Status: Posted

Run

Run Control ID: Run_AR50001P_Accounting_Entry

Location: Server

Server: PSNTCR

Recurrence:

Actions:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

DateTime

Request Created On: 02/14/2007 9:48:01 AM EST	Parameters	Transfer
Run Anytime After: 02/14/2007 9:47:54 AM EST	Message Log	
Begin Process At: 02/14/2007 9:48:21 AM EST	Batch Timings	
Ended Process At: 02/14/2007 9:48:40 AM EST	View Log/Trace	

Buttons: OK, Cancel

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for the process 'Acctg Entries-Point in Time'. The page is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fdevweb.finnan.state.vt.us/bpp/HRDEV/EMPLOYEE/HRP/CA/PLY_PAYMENTS.RUN_AR50001PT.GBL.

View Log/Trace

Report ID: 7004	Process Instance: 2494803	Message Log
Name: AR50001P	Process Type: Crystal	
Run Status: Success		

Point in Time Acctg Entries

Distribution Details

Distribution Node: FOMNEBCR	Expiration Date: 11/09/2009
------------------------------------	------------------------------------

File List

Name	File Size (bytes)	DateTime Created
AR50001P_2494803.PDF	40,875	02/14/2007 9:48:40:000000AM EST
Message Log	0	02/14/2007 9:48:40:000000AM EST
PeopleSoft Trace File	470	02/14/2007 9:48:40:000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Buttons: Return

Example of Report Output

http://fmdevweb.finan.state.vt.us/poreports/FMDEV/7004/AR50001P_2494003.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/poreports/FMDEV/7004/AR50001P_2494003.PDF

Save a Copy | Search | 93% | Adobe Reader 7.0

PEOPLE Soft Report ID: AR50001P

Proposed Accounts Receivable
Accounting Entries
VTD from 7/1/2006 to 3/31/2007

Page No: 1
Run Date: 3/14/2007
Run Time: 9:48:21 AM

Business Unit: 0115
Application Journal: AR_BULL40

Accounting Date	LAGH	Primary Ledger	Account	Department	Product	Project	UState	GL Distribution	Entered Amount	Currency	Statistical Amount
11/7/2006		F	110001	1110001000				Dist	35.00	USD	0.00
11/16/2006		F	110001	1110002000				Dist	15.00	USD	0.00
11/16/2006		F	110001	1110003000				Dist	-15.00	USD	0.00
Total Amount Entered by Acct: 110001									35.00	USD	
11/16/2006		F	420000	1110002000				Dist	15.00	USD	0.00
Total Amount Entered by Acct: 420000									15.00	USD	
11/7/2006		F	482000	1110001000				Dist	-35.00	USD	0.00
11/16/2006		F	482000	1110002000				Dist	-15.00	USD	0.00
Total Amount Entered by Acct: 482000									-50.00	USD	
Total Amount Entered by Journal ID: AR_BULL40									0.00	USD	
11/7/2006		F	101002	1110001000				Dist	35.00	USD	0.00
Total Amount Entered by Acct: 101002									35.00	USD	
11/7/2006	ACTUALS	F	101000	1110001000			00005	Dist	15.00	USD	0.00
11/7/2006	ACTUALS	F	101000	1110001000			01115	Dist	-35.00	USD	0.00
Total Amount Entered by Acct: 101000									0.00	USD	
Total Amount Entered by Acct: 110001									-35.00	USD	
Total Amount Entered by Journal ID: AR_BULL40									0.00	USD	

1 of 1

Done | Start | Snagit | Acctg Entries-Point L... | Accounting Entries-... | Accounts Receivabl... | http://fmdevweb... | 9:50 AM

VISION FINANCIALS

Accounting Entries – Summary by Accounting Date– Point in Time (AR50002P)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report shows accounting line information at the detail level, including all Chartfield activity. You specify a point in time to run the report.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Acctg Entries – Point in Time

Or

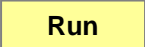
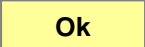
Accounts Receivable > Pending Items > Reports > Acctg Entries – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50002P_Accounting_Entry)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select desired Point in Time Type	Choices are Day, MTD, Range & YTD
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter desired as of date	Click on calendar to select date; this selection disappears if Range PIT Type is selected
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template

Report Steps		see screenshot below
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check the box next to “Point in Time Acct Entries Sum”	It’s process name is AR50002P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Acctg Entries - Point in Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://devweb.finnan.state.vt.us/bsp/PHEV/EMPLOYEE/HRPG/AFPLY_PAYMENTS.RUN_AR5002P.FT.GBL?&id=PATH=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_REC

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Acctg Entries - Point in Time
 - Deposit Control Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail Point in Time
 - Payment Predictor Detail
 - Payment Predictor Summary
 - Payment Summary
 - Payment Summary Point in Time
 - Unmatched MICR Identifiers
- Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Acctg Entries - Point in Time

Find in Existing Value Add a New Value

Run Control ID: Run_AR5002P_Accounting_Entire

Add

Find in Existing Value Add a New Value

Start Snagit Acctg Entries-Point in... Accounting Entries-Sum... Accounts Receivable Re... 10:12 AM

Report Request Parameters Page

Acctg Entries - Point in Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://devweb.finnan.state.vt.us/bsp/PHEV/EMPLOYEE/HRPG/AFPLY_PAYMENTS.RUN_AR5002P.FT.GBL?&id=PATH=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_REC

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Acctg Entries - Point in Time
 - Deposit Control Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail Point in Time
 - Payment Predictor Detail
 - Payment Predictor Summary
 - Payment Summary
 - Payment Summary Point in Time
 - Unmatched MICR Identifiers
- Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Acctg Entries - Point in Time

Run Control ID: Run_AR5002P_Accounting_Entire

Report Manager Process Monitor Run

Language: English

Report Request Parameters

Point in Time Type: YTD From Date: 07/01/2008

As of Date: 02/14/2007 To Date: 02/14/2007

Unit: 01115 F&M - Financial Management Sys

Journal Template:

Save Return to Search Notify Add Cancel/Display

Process Instance 2494604

Start Snagit Acctg Entries-Point in... Accounting Entries-Sum... Accounts Receivable Re... 10:15 AM

Process Scheduler Request Page

PeopleSoft®

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR50002P_Accounting_Entire

Server Name: PSNTCR Run Date: 02/14/2007
 Recurrence: Run Time: 10:15:23AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Point in Time Acctg Entries	AR50001P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Point in Time Acct Entries Sum	AR50002P	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft®

Process List [Server List](#)

View Processes Request List

User ID: JHARRIS Type: Last: 23 Minutes
 Server: Name: Instance: Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494004		Crystal	AR50002P	JHARRIS	02/14/2007 10:12:55AM EST	Success	Posted	Details

[Go back to Existing Entries - Point in Time](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in the PeopleSoft interface. The left-hand menu is expanded to 'Reports' > 'Accounting Entries' > 'Acctg Entries-Point in Time'. The main content area displays the following information:

- Process:**
 - Instance: 2494804
 - Type: Crystal
 - Name: AR50002P
 - Description: Point in Time Acct Entries Sum
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR50002P_Accounting_Entrie
 - Location: Server
 - Server: P01TCR
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Timeline:**
 - Request Created On: 02/14/2007 10:13:03AM EST
 - Run Anytime After: 02/14/2007 10:12:55AM EST
 - Began Process At: 02/14/2007 10:13:30AM EST
 - Ended Process At: 02/14/2007 10:13:43AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the main content area are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in the PeopleSoft interface. The left-hand menu is expanded to 'Reports' > 'Accounting Entries' > 'Acctg Entries-Point in Time'. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 7005
 - Process Instance: 2494804
 - Name: AR50002P
 - Process Type: Crystal
 - Run Status: Success
- Point in Time Acct Entries Sum:**
 - Distribution Node: F01MNEBCR
 - Expiration Date: 11/09/2009
- File List:**

Name	File Size (bytes)	Dateline Created
AR50002P_2494804.PDF	57,281	02/14/2007 10:13:43.000000AM EST
Message Log	0	02/14/2007 10:13:43.000000AM EST
PeopleSoft Trace File	470	02/14/2007 10:13:43.000000AM EST
- Distribution To:**

Distribution ID Type	Distribution ID
User	JHARRIS

A 'Return' button is located at the bottom of the main content area.

Example of Report Output

http://fmdevweb.finnman.state.vt.us/pereports/TMDEV/7005/AR50002P_2494804.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://fmdevweb.finnman.state.vt.us/pereports/TMDEV/7005/AR50002P_2494804.PDF

Save a Copy Select 100% Adobe Reader 7.0

PEOPLE Soft Report ID: AR50002P

Prorged Off Accounts Receivable

Accounting Entries - Summary by Accounting Date

Page No. 2
Run Date 7/12/2007
Run Time 10:14 AM

Business Unit: 01115
Application Journal: AR_BILLING

Accounting Date	Ledger	Primary Ledger	Account	Op/Dr	Product	Fund	Class	Page	Subj	AltKey	Segment	Project	GL Distribution	Entered Amount	Currency
11/1/2006		Y	110001			0000					1110001000		Dr	81.00	USD
		Y	482001			0000					1110001000		Dr	-81.00	USD
11/16/2006		Y	110001			2100					1110002000		Dr	19.00	USD
		Y	110001			2100					1110002000		Dr	-19.00	USD
		Y	482001			2100					1110002000		Dr	19.00	USD
		Y	482001			2100					1110002000		Dr	-19.00	USD
11/1/2006		Y	101001			0000					1110001000		Dr	81.00	USD
		Y	110001			0000					1110001000		Dr	81.00	USD
	ACTUALS	Y	101000			0000				0000	1110001000		Dr	81.00	USD
	ACTUALS	Y	101000			0000				0115	1110001000		Dr	-81.00	USD

11.00 x 8.50 in 1 of 1

Zone

Start Snagit Acctg Entries-Point... Accounting Entries... Accounts Receivabl... http://fmdevweb... 10:14 AM

VISION FINANCIALS

Aging by Chartfield (AR30006)

Report Information

Purpose of the Report

This report lists calculated aged receivables by customer, item and Chartfield selection.

Type of Report

SQR

Navigation (Path) to the Report


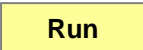

Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Rpt

Report Execution Procedure

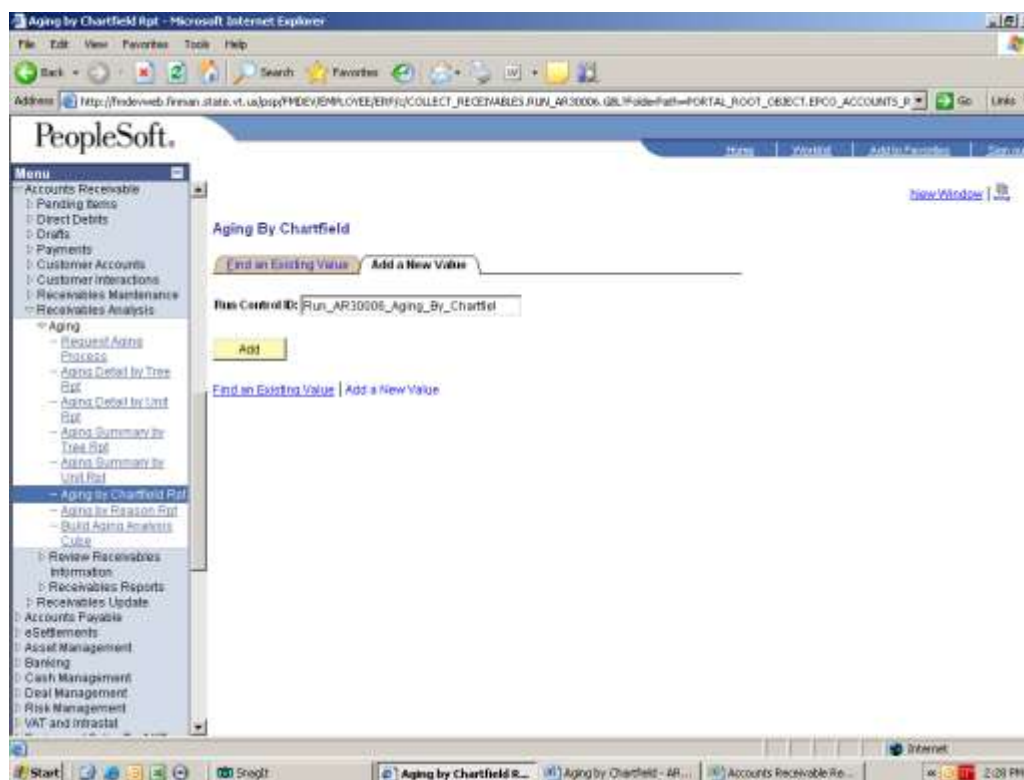
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30006_Aging_by_Chartfiel)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
As of Date	Enter date to Report by	Click on calendar to select date
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Display Option	Select desired Display Option	Choose from the drop down list
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Default SetID	Enter desired Default SetID	Click on magnifying glass to lookup SetID
Aging SetID	Enter desired Aging SetID	Click on magnifying glass to lookup Aging SetID
Aging ID	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID
Report Option	Choose desired report output type	Select radio button

Report Steps		see screenshot below
	Click Refresh	This opens up the area to select Chartfield information
Account	Enter desired Account range and select Subtotal box if desired	Leave blank to select all Accounts
Fund Code	Enter desired Fund Code range and select Subtotal box if desired	Leave blank to select all Funds
Department	Enter desired Department range and select Subtotal box if desired	Leave blank to select all Departments
Program Code	Enter desired Program Code range and select Subtotal box if desired	Leave blank to select all Programs
Class Field	Enter desired Class Field range and select Subtotal box if desired	Leave blank to select all Class Fields
Project	Enter desired Project range and select Subtotal box if desired	Leave blank to select all Projects
Currency Code	Enter desired Currency Code range and select Subtotal box if desired	Leave blank to select all Currencys
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30006 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page



Report Request Parameters Page

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Request Aging Process
 - Aging Detail by Tree Bat
 - Aging Detail by Unit Bat
 - Aging Summary by Tree Bat
 - Aging Summary by Unit Bat
 - Aging by Chartfield Bat
 - Aging by Reason Bat
 - Build Aging Analysis Cube
 - Review Receivables Information
 - Receivables Reports
 - Receivables Update
 - Accounts Payable
 - eSettlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and IntraStat

Run Control ID: Run_AR30006_Aging_By_Chartfield Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 02/12/2007 Unit: 01110 Aging SetID: STATE Aging ID: STD

Customer ID: Detail SetID: STATE

Display Options: Include All Refresh

ChartField Selection

ChartField Name	Subtotal	Value	To Value
Account	<input type="checkbox"/>		
Fund Code	<input checked="" type="checkbox"/>	10000	10000
Department	<input type="checkbox"/>		
Program Code	<input type="checkbox"/>		
Class Field	<input type="checkbox"/>		
Project	<input type="checkbox"/>		
Currency Code	<input type="checkbox"/>		

Process Scheduler Request Page

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Request Aging Process
 - Aging Detail by Tree Bat
 - Aging Detail by Unit Bat
 - Aging Summary by Tree Bat
 - Aging Summary by Unit Bat
 - Aging by Chartfield Bat
 - Aging by Reason Bat
 - Build Aging Analysis Cube
 - Review Receivables Information
 - Receivables Reports
 - Receivables Update
 - Accounts Payable
 - eSettlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and IntraStat

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR30006_Aging_By_Chartfield

Server Name: PSLR006 Run Date: 02/12/2007

Recurrence: Run Time: 2:29:22PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AR30006	AR30006	SQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

The screenshot shows the PeopleSoft Process Monitor interface. The left sidebar contains a menu with categories like Accounts Receivable, Payments, Customer Accounts, and Aging. The main area is titled 'Process List' and shows a table of processes. The table has columns for Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. One process is listed: Instance 2494677, Seq BQR Report, Process Name AR30006, User JHARRIS, Run Date/Time 02/12/2007 2:29:22PM EST, Run Status Success, Distribution Status Posted, and Details link.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494677	BQR Report		AR30006	JHARRIS	02/12/2007 2:29:22PM EST	Success	Posted	Details

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for the 'Aging by Chartfield Rpt' process. The page displays various details about the process, including Instance, Name, Run Status, Distribution Status, Run Control ID, Location, Server, and Recurrence. It also shows a list of actions that can be performed on the process, such as Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. The page includes a 'Data/Time' section with fields for Request Created On, Run Anytime After, Begin Process At, and Ended Process At. There are also links for Parameters, Message Log, Batch Timings, and View Log/Trails.

Process	
Instance:	2494677
Type:	BQR Report
Name:	AR30006
Description:	AR30006
Run Status:	Success
Distribution Status:	Posted
Run Control ID:	Run_AR30006_Aging_By_Chartfcl
Location:	Server
Server:	PSUNIX
Recurrence:	
<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request	
Data/Time	
Request Created On:	02/12/2007 2:29:53PM EST
Run Anytime After:	02/12/2007 2:29:22PM EST
Begin Process At:	02/12/2007 2:30:01PM EST
Ended Process At:	02/12/2007 2:30:08PM EST
Parameters Transfer Message Log Batch Timings View Log/Trails	

View Log/Trace Page

PeopleSoft

View Log/Trace

Report ID: 6894 Process Instance: 2494677 [Message Log](#)

Name: AR30006 Process Type: SQR Report

Run Status: Success

AR30006

Distribution Details

Distribution Node: FMPOWER1 Expiration Date: 11/07/2009

File List

Name	File Size (bytes)	Date/Time Created
Message Log	1,614	02/12/2007 2:30:08:000000PM EST
AR30006_2494677.PDF	2,199	02/12/2007 2:30:08:000000PM EST
Trace File	19	02/12/2007 2:30:08:000000PM EST

Distribution To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Example of Report Output

Report ID:
Aging ID: STATE/STD
Chartfield Parameters FUND_CODE = 10000
Display Option: Include All

PeopleSoft Receivables
AGING BY CHARTFIELD
12-FEB-2007

Item	Line	As of	Type	Entry Reason	Terms	Total Selected Amount	Future	Current
FUND_CODE 10000								
Customer ID ST002 Customer Name Dept of Inf								
DII 06-30-06	0	08/28/2006	CR	CRED	DUR	15.00-		
DII 06-30-06	0	08/28/2006	NR	WIRE	DUR	15.00		
Total Dept of Information & Innovati								
Customer ID ST012 Customer Name Legislative								
REFUND	1	04/21/2006	CR	CRED	DUR	50.00-		
Total Legislative Council								
Customer ID ST016 Customer Name State Audit								
SAO #1	0	08/31/2006	NR	WIRE	DUR	95.00		
Total State Auditor								

VISION FINANCIALS

Aging Detail by Business Unit (AR30003)

Report Information

Purpose of the Report

This report lists aged open balances for every item.

Type of Report

SQR

Navigation (Path) to the Report



Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30003_Aging_Detail_by_Bu)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
As of Date	Enter desired report date	Click calendar to lookup date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Aging Id	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID; leave blank to select all
Amount Type	Select desired Amount Type	Select from drop down list
Rate Type	Enter desired Rate Type	Click on magnifying glass to lookup Rate Type; leave blank to select all

Report Steps		see screenshot below
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID; leave blank to select all
Display Option	Select desired Display Option	Select from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30003 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Request Aging Process
 - Aging Detail by Unit Rpt.
 - Aging Detail by Unit Rpt.
 - Aging Summary by Unit Rpt.
 - Aging Summary by Unit Rpt.
 - Aging by Chartfield Rpt.
 - Aging by Reason Rpt.
 - Build Aging Analysis Cube
 - Review Receivables Information
 - Receivables Reports
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and IntraStat

Aging Detail By Unit

End an Existing Value | Add a New Value

Run Control ID: Run_AR30003_Aging_Detail_By_Bu

Add

Find an Existing Value | Add a New Value

Report Request Parameters Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Request Aging Process
 - Aging Detail by Unit Rpt.
 - Aging Detail by Unit Rpt.
 - Aging Summary by Unit Rpt.
 - Aging Summary by Unit Rpt.
 - Aging by Chartfield Rpt.
 - Aging by Reason Rpt.
 - Build Aging Analysis Cube
 - Review Receivables Information
 - Receivables Reports
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and IntraStat

Aging Detail by Unit

Run Control ID: Run_AR30003_Aging_Detail_By_Bu

Language: English

Process Instance 2494672

Report Request Parameters

As of Date: 09/01/2005

Unit: 01110 Finance & Management

SetID: STATE Default State SetID

Aging ID:

Amount Type: Base Curr

Rate Type:

Customer ID:

Display Options: Include All

Save | Notify | Add | Update/Display

Process Scheduler Request Page

PeopleSoft

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR30003_Aging_Detail_By_Bu

Server Name: PSLNK Run Date: 02/13/2007
 Recurrence: Run Time: 1:08:32PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	BQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft

Process Monitor

Process List [Server List](#)

User ID: JHARRIS Type: Last: 6 Minutes [Save](#)

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2484672		BQR Report	AR30003	JHARRIS	02/13/2007 1:08:32PM EST	Success	Posted	Details

[Go back to Aging Detail By Unit](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in the PeopleSoft interface. The left-hand menu is expanded to 'Aging', and 'Aging Detail by Unit Rpt' is selected. The main content area displays the following information:

- Process:**
 - Instance: 2494672
 - Type: SQR Report
 - Name: AR30003
 - Description: Aging Detail by Business Unit
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR30003_Aging_Detail_By_Bu
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/12/2007 1:09:12 PM EST
 - Run Anytime After: 02/12/2007 1:09:32 PM EST
 - Began Process At: 02/12/2007 1:09:21 PM EST
 - Ended Process At: 02/12/2007 1:09:59 PM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the main content area are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in the PeopleSoft interface. The left-hand menu is expanded to 'Aging', and 'Aging Detail by Unit Rpt' is selected. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 6009
 - Process Instance: 2494672
 - Name: AR30003
 - Process Type: SQR Report
 - Run Status: Success
- Aging Detail by Business Unit**
- Distribution Details:**
 - Distribution Node: FMPCW001
 - Expiration Date: 11/07/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/12/2007 1:09:59.000000 PM EST
ar30003_2494672.PDF	4,728	02/12/2007 1:09:59.000000 PM EST
Trace File	15	02/12/2007 1:09:59.000000 PM EST
- Distribute To:**
 - Distribution ID Type: User
 - Distribution ID: JHARR010

A 'Return' button is located at the bottom of the main content area.

Example of Report Output

http://fmdevweb.finan.state.vt.us/pereports/FMDEV/6689/ar30003_2494672.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/pereports/FMDEV/6689/ar30003_2494672.PDF

Request ID: AR30003
Aging ID: STATE/
Currency: Base Currency
Rate Type:

Page No. 1
Run Date 02/12/2007
Run Time 13:09:21

PeopleSoft Receivables
AGING DETAIL BY BUSINESS UNIT
as of 01-01-2006

Item	Line As Of	Bus Typ/Bus Terms Document	Cur Amount	Other
01118	ST003	Financial Operations	Municipalities	VT
EXAMPLE	0 04/30/2006 WS WT	DSB	USD 5.00	5.00
Total	Financial Operations		5.00	5.00
01118	ST012	Legislative Council		
POK DEVELOPM62	10/11/2004 WS WT	DSB	USD 976.00	976.00
180031106	0 04/04/2006 WS WT	DSB	USD 0.00	0.00
Total	Legislative Council		976.00	976.00
01118	ST071	Agency of Transportation		
NOTL21104	0 02/14/2006 WS WT	DSB	USD 688.00	688.00
Total	Agency of Transportation		688.00	688.00
01118	ST082	Legislature		
POK DEVELOPM62	10/11/2004 WS WT	DSB	USD 400.00	400.00

1 of 3

Start Snagit Aging Detail by Unit ... Aging Detail by Bus ... Accounts Receivabl ... http://fmdevweb... 1:15 PM

VISION FINANCIALS

Aging Summary by Business Unit (AR30004)

Report Information

Purpose of the Report

This report lists aged open balances for every customer.

Type of Report

SQR

Navigation (Path) to the Report



Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30004_Aging_Summary_by_B)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
As of Date	Enter desired report date	Click calendar to lookup date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Aging Id	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID; leave blank to select all
Amount Type	Select desired Amount Type	Select from drop down list
Rate Type	Enter desired Rate Type	Click on magnifying glass to lookup Rate Type; leave blank to select all
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID; leave blank to select all

Report Steps		see screenshot below
Display Option	Select desired Display Option	Select from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30004 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page for the 'Aging Summary by Unit Rpt' in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: http://fndweb.finnan.state.vt.us/pspp/PSDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES_RUN_AR30004_QBL?rdr=at=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P.... The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Aging Summary by Unit Rpt' selected. The main content area has a title 'Aging Summary By Unit' and two tabs: 'End an Existing Value' and 'Add a New Value'. Below the tabs, the 'Run Control ID' is set to 'Run_AR30004_Aging_Summary_by_B'. There is an 'Add' button and a link to 'End an Existing Value'.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page for the 'Aging Summary by Unit Rpt' in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: http://fndweb.finnan.state.vt.us/pspp/PSDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES_RUN_AR30004_QBL?rdr=at=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P.... The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Aging Summary by Unit Rpt' selected. The main content area has a title 'Aging Summary by Unit' and three tabs: 'Run Control ID', 'Report Manager', and 'Process Monitor'. The 'Run Control ID' tab is active, showing the 'Run Control ID' as 'Run_AR30004_Aging_Summary_by_B'. Below this, there is a 'Language' dropdown set to 'English'. The 'Report Request Parameters' section contains several fields: 'As of Date' (09/01/2005), 'Unit' (01110 Finance & Management), 'SetID' (STATE Default State SetID), 'Aging ID' (empty), 'Amount Type' (Base Curr), 'Rate Type' (empty), and 'Display Option' (Include All). At the bottom, there are buttons for 'Save', 'Modify', 'Add', and 'Update/Display'.

Process Scheduler Request Page

PeopleSoft

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR30004_Aging_Summary_by_B

Server Name: PSLN02 Run Date: 02/12/2007
Recurrence: Run Time: 1:57:17PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	BQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft

Process List

View Process Request Log

User ID: JHARRIS Type: Last: 5 Minutes [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494674		BQR Report	AR30004	JHARRIS	02/12/2007 1:57:17PM EST	Success	Posted	Details

[Go back to Aging Summary By Unit](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR30004.GBL?rdef=def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The page title is 'Aging Summary by Unit Rpt - Microsoft Internet Explorer'.

Process Detail

Process

Instance: 2494674 Type: SQR Report
 Name: AR30004 Description: Aging Summary by Business Unit
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR30004_Aging_Summary_by_B
 Location: Server
 Server: PSUN01
 Recurrence:

Update Process

☐ Hold Request
☐ Create Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Request Created On: 02/12/2007 1:57:31 PM EST
 Run Anytime After: 02/12/2007 1:57:17 PM EST
 Began Process At: 02/12/2007 1:57:30 PM EST
 Ended Process At: 02/12/2007 1:58:16 PM EST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR30004.GBL?rdef=def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The page title is 'Aging Summary by Unit Rpt - Microsoft Internet Explorer'.

View Log/Trace

Report ID: 6891 Process Instance: 2494674 [Message Log](#)
 Name: AR30004 Process Type: SQR Report
 Run Status: Success

Aging Summary by Business Unit

Distribution Details

Distribution Node: FMFPROWEB1 Expiration Date: 1/10/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/12/2007 1:58:16.000000PM EST
ar30004_2494674.PDF	2,007	02/12/2007 1:58:16.000000PM EST
Trace File	15	02/12/2007 1:58:16.000000PM EST

Distribute To

Distribution ID Type **Distribution ID**

User JHARRIS

Return

Example of Report Output

http://fmdevweb.finan.state.vt.us/pereports/FMDEV/6891/ar30004_2494674.JDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/pereports/FMDEV/6891/ar30004_2494674.JDF

Request ID: AR30004
Aging ID: STATE/
Currency: Base Currency
Rate Type:

Page No. 1
Run Date 02/12/2007
Run Time 13:57:38

PeopleSoft Receivables
AGING SUMMARY BY BUSINESS UNIT
as of 01-01-2006

Cont ID	Name	Curr Amount	Other
01118	Finance & Management		
ST009	Financial Operations	USD 6.00	6.00
ST012	Legislative Council	USD 878.00	878.00
ST071	Agency of Transportation	USD 559.00	559.00
ST093	Legislature	USD 455.00	455.00
ST099	Office of Pt Health Access	USD 2,120.37	2,120.37
Total Finance & Management		4,018.37	4,018.37

1 of 2

Start Snagit Aging Summary by ... Accounts Receivable ... http://fmdevweb... 1:59 PM

VISION FINANCIALS

AR Customer Item Inquiry (AR34003)

Report Information

Purpose of the Report

This report lists detailed item information by customer, including entry type, balance, reference, dispute, terms and discount date.

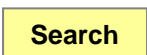
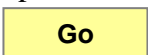
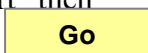
Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Customer Accounts > Item Information > Item List

Report Execution Procedure

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on the magnifying glass to lookup SetID
Unit	Enter desired Unit	Click on the magnifying glass to lookup Unit
Customer	Enter desired Customer	Click on the magnifying glass to lookup Customer
Level	Enter desired Level	Click on the magnifying glass to lookup Level
Status	Select desired Status	Choose Status from drop down list
	Click the “Search” button	A list of items that match selected criteria load in the Item List box
Row Selection	Enter Range of desired items to report on and click 	Alternatively, select all or deselect all by clicking those buttons; or, select individual items by checking the box next to each desired item
Item Action	Choose “Generate an Open Report” then select click 	A box appears saying that the request was successful, go to Process Monitor to check the status

Report Steps			see screenshot below
	Click PeopleTools, click Process Scheduler, click Process Monitor		Follow this navigation to open Process Monitor
	Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.		
Details	Click the Details link		Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link		Opens the View Log/Trace page.
Ar34003 #####.PDF	Click this link for the PDF file		This opens the report.

Report Criteria Page

Item List - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_LIST.GBL?&id=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_RECE...

PeopleSoft.

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Customer Accounts, Customer Information, Item Information, Item List, View/Update Item, Details, Item Split, Mass Change Process, Item Billing Cycle, Item Activity From a Group, Item Activity From a Payment, Item Activity From a Credit, Match Group Activities, Item Activity Summary, Update Reference, Reason, Update Continuity Information, CE Journal Entries, Memo Status Change Request, Delinquent Accounts, Customer Reports, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update, Accounts Payable.

Item List **Advanced Search**

Item ID: 01110 Unit: 01110 Customer: ST012 Level: Legislates Council

Status: Open

Generate An Open Item Report

Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Date	Days Late	Total	Cur
1	1	RECEIV	1	01110	ST012	0	DUR	CR	CRED	04/21/2006	298	-50.00 USD

Summary Results Totals

Debits	Credits	Total	Selected	Debit Amount	Credit Amount	Total Amount	Selected Amount	Currency
1	1	1	1					USD
								USD
								USD
								USD

Refresh

Item List | Advanced Search

Report Kickoff Confirmation

Item List - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_LIST.GBL?&id=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_RECE...

PeopleSoft.

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Customer Accounts, Customer Information, Item Information, Item List, View/Update Item, Details, Item Split, Mass Change Process, Item Billing Cycle, Item Activity From a Group, Item Activity From a Payment, Item Activity From a Credit, Match Group Activities, Item Activity Summary, Update Reference, Reason, Update Continuity Information, CE Journal Entries, Memo Status Change Request, Delinquent Accounts, Customer Reports, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update, Accounts Payable.

Item List **Advanced Search**

Item ID: 01110 Unit: 01110 Customer: ST012 Level: Legislates Council

Status: Open

Generate An Open Item Report

Microsoft Internet Explorer

The Open Item inquiry report request: 2494770 is successful (6036,21).
The process request has been successfully scheduled. You can navigate to the Process Monitor to check the status of the job.

OK

Debits	Credits	Total	Selected	Debit Amount	Credit Amount	Total Amount	Selected Amount	Currency
1	1	1	1					USD
								USD
								USD
								USD

Refresh

Item List | Advanced Search

Process Monitor Page

The screenshot shows the PeopleSoft Process Monitor page in a Microsoft Internet Explorer browser. The address bar displays the URL: <http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/PROCESSMONITOR.PROCESSMONITOR.GBL>. The page features a left-hand menu with various navigation options, including People Tools, Security, Utilities, Workflow, Portal, Search Engine, Personalization, Process Scheduler, System Process, Requests, Process Monitor, Process Types, Processes, Jobs, Schedule Job Set, Definitions, Recurrences, Alerts, Report Properties, Queue Manager, System Settings, and Push Triggers. The main content area is titled "Process List" and includes a "Server List" tab. Below the tabs, there are search filters for User ID (JHARRIS), Type, Last (3 Minutes), Server, Name, Instance, Run Status, and Distribution Status. A "Save On Refresh" checkbox is also present. The "Process List" table displays the following data:

Select	Instance	Ses.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494778		Crystal	AR34003- JHARRIS	02/13/2007 2:45:43PM EST	Success	Posted		Details

Below the table, there are "Save" and "Notify" buttons, and a "Process List | Server List" link.

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page in a Microsoft Internet Explorer browser. The address bar displays the URL: <http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/PROCESSMONITOR.PROCESSMONITOR.GBL>. The page features a left-hand menu with various navigation options, including People Tools, Security, Utilities, Workflow, Portal, Search Engine, Personalization, Process Scheduler, System Process, Requests, Process Monitor, Process Types, Processes, Jobs, Schedule Job Set, Definitions, Recurrences, Alerts, Report Properties, Queue Manager, System Settings, and Push Triggers. The main content area is titled "Process Detail" and includes a "Process" section with the following information:

Instance: 2494778 Type: Crystal
Name: AR34003- Description: Customer Item Inquiry Report
Run Status: Success Distribution Status: Posted

Below this information, there are "Run" and "Update Process" buttons. The "Run" button has a dropdown menu with the following options:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

The "Update Process" button has a dropdown menu with the following options:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Below the buttons, there is a "Data/Time" section with the following information:

Request Created On: 02/13/2007 2:45:43PM EST Parameters: Transfer
Run Anytime After: 02/13/2007 2:45:43PM EST Message Log
Began Process At: 02/13/2007 2:46:05PM EST Batch Timings
Ended Process At: 02/13/2007 2:46:17PM EST View Log/Trace

At the bottom of the page, there are "OK" and "Cancel" buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft Process Monitor interface in a Microsoft Internet Explorer browser. The address bar displays the URL: [http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/ERP/\(PROCESSMONITOR,PROCESSMONITOR.GBL](http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/ERP/(PROCESSMONITOR,PROCESSMONITOR.GBL). The left-hand menu lists various system tools, with 'Process Monitor' selected. The main content area is titled 'View Log/Trace' and displays details for a specific process instance.

View Log/Trace

Report ID: 6979 Process Instance: 2494778 [Message Log](#)

Name: AR34003- Process Type: Crystal

Run Status: Success

Customer Item Inquiry Report

Distribution Details

Distribution Nodes: FDMNEBCR Expiration Date: 11/08/2008

File List

Name	File Size (bytes)	DateTime Created
AR34003_2494778.PDF	31,601	02/13/2007 2:46:17.000000PM EST
Message Log	0	02/13/2007 2:46:17.000000PM EST
PeopleSoft Trace File	325	02/13/2007 2:46:17.000000PM EST

Distribute To

Distribution ID	Type	Distribution ID
User		JHARRIS

[Return](#)

Example of Output

The screenshot shows the Adobe Reader displaying the output of the View Log/Trace page. The document is titled 'AR Customer Item Inquiry' and is a Crystal report. The report header includes the PeopleSoft logo and the report ID: 6979. The report body contains a table with columns: Item ID, Line, Item Type, Balance, Reference, Accounting Date, Due Date, Dispute Status and Amount, Terms, and Discount Date and Amount. The table shows a single line item with a balance of -60.00 USD and a due date of 02/13/2008.

Report ID: 6979

PeopleSoft Accounts Receivable

AR Customer Item Inquiry

Page No: 1
Run Date: 2/13/2008
Run Time: 2:46:17 PM

Item ID	Line	Item Type	Balance	Reference	Accounting Date	Due Date	Dispute Status and Amount	Terms	Discount Date and Amount
REFUND	1	CR	-60.00 USD		02/13/2008	02/13/2008		0.00 D/R	0.00
			-60.00 USD						

VISION FINANCIALS

Auto Entry Type (AR01003)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR



Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Auto Entry Type

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01003_Auto_Entry_Type)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Effective Date	Enter specific date	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01003 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Auto Entry Type - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://fndevweb.finnan.state.vt.us:8080/FHDEV/EMPLOYEE/HRPP/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01003.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPC0_SE

PeopleSoft.

Menu

- Set Up Financial/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Product Related
 - Asset Management
 - Budgeting
 - Billing
 - Contracts
 - Cost Accounting
 - Engineering
 - Expenses
 - Grants
 - Inventory
 - Order Management
 - Foundation
 - Payroll Management
 - Planning
 - Procurement Options
 - Procurement Options w/Pro
 - Program Management
 - Project Costing
 - Promotions Management
 - Proposal Management
 - Receivables
 - Credit Collections
 - Customers
 - Drafts
 - Options
 - Payments
 - Reports

Auto Entry Type

End an Existing Value Add a New Value

Run Control ID: Run_AR01003_Auto_Entry_Type

Add

Find an Existing Value Add a New Value

Done

Start SnagIt Microsoft Excel - Account... Auto Entry Type - Mic... Auto Entry Type - AR01...

Internet 9:47 AM

Report Request Parameters Page

Auto Entry Type - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://fndevweb.finnan.state.vt.us:8080/FHDEV/EMPLOYEE/HRPP/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01003.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPC0_SE

PeopleSoft.

Menu

- Set Up Financial/Supply Chain
 - Install
 - Security
 - Upgrade
 - Business Unit Related
 - Common Definitions
 - Product Related
 - Asset Management
 - Budgeting
 - Billing
 - Contracts
 - Cost Accounting
 - Engineering
 - Expenses
 - Grants
 - Inventory
 - Order Management
 - Foundation
 - Payroll Management
 - Planning
 - Procurement Options
 - Procurement Options w/Pro
 - Program Management
 - Project Costing
 - Promotions Management
 - Proposal Management
 - Receivables
 - Credit Collections
 - Customers
 - Drafts
 - Options
 - Payments
 - Reports

Auto Entry Type

Parameters

Run Control ID: Run_AR01003_Auto_Entry_Type Report Manager Process Monitor Run

Language: English

Report Request Parameters

SetID: STATE Default State SetID

Effective Date: 02/09/2007

Save Notify Add Update/Display

Done

Start SnagIt Microsoft Excel - Account... Auto Entry Type - Mic... Auto Entry Type - AR01...

Internet 9:47 AM

Process Scheduler Request Page

Auto Entry Type - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/DEFINE_RECEIVABLE_PROCESSING/RUN_AR01003.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE

PeopleSoft

Menu

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR01003_Auto_Entry_Type

Server Name: PBLN02 Run Date: 02/09/2007

Recurrence: Run Time: 9:40:09AM

Time Zone:

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Auto Entry Type	AR01003	SQL Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Auto Entry Type - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/DEFINE_RECEIVABLE_PROCESSING/RUN_AR01003.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE

PeopleSoft

Menu

Process List

Server List

View Process Request Log

User ID: JHARRIS Type: Last: 1 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494019		SQL Report	AR01003	JHARRIS	02/09/2007 9:40:09AM EST	Success	Posted	Details

Go back to Auto Entry Type

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for the Auto Entry Type AR01003. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various options, including 'Set Up Financials/Supply Chain', 'Install', 'Security', 'Upgrade', 'Business Unit Related', 'Common Definitions', 'Product Related', 'Asset Management', 'Budgeting', 'Billing', 'Contracts', 'Cost Accounting', 'Engineering', 'Expenses', 'Grants', 'Inventory', 'Order Management', 'Foundation', 'Payroll Management', 'Planning', 'Procurement Options', 'Procurement Options - Info', 'Program Management', 'Project Costing', 'Promotions Management', 'Proposal Management', 'Receivables', 'Credit Collections', 'Customers', 'Drafts', 'Options', 'Payments', and 'Reports'.

The main content area is titled 'Process Detail' and contains the following information:

- Process:**
 - Instance: 2494619
 - Type: SQR Report
 - Name: AR01003
 - Description: Auto Entry Type
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR01003_Auto_Entry_Type
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/09/2007 9:48:17AM EST
 - Run Anytime After: 02/09/2007 9:48:00AM EST
 - Began Process At: 02/09/2007 9:48:33AM EST
 - Ended Process At: 02/09/2007 9:48:30AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for the Auto Entry Type AR01003. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various options, including 'Set Up Financials/Supply Chain', 'Install', 'Security', 'Upgrade', 'Business Unit Related', 'Common Definitions', 'Product Related', 'Asset Management', 'Budgeting', 'Billing', 'Contracts', 'Cost Accounting', 'Engineering', 'Expenses', 'Grants', 'Inventory', 'Order Management', 'Foundation', 'Payroll Management', 'Planning', 'Procurement Options', 'Procurement Options - Info', 'Program Management', 'Project Costing', 'Promotions Management', 'Proposal Management', 'Receivables', 'Credit Collections', 'Customers', 'Drafts', 'Options', 'Payments', and 'Reports'.

The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
 - Report ID: 6039
 - Process Instance: 2494619
 - Name: AR01003
 - Process Type: SQR Report
 - Run Status: Success
- Auto Entry Type:**
 - [Auto Entry Details](#)
- Distribution Node:** FMPCWEB01
- Expiration Date:** 11/04/2009
- File List:**

Name	File Size (bytes)	Dateline Created
Message Log	1,608	02/09/2007 9:48:39.000000AM EST
ar01003_2494619.PDF	3,039	02/09/2007 9:48:39.000000AM EST
Trace File	0	02/09/2007 9:48:39.000000AM EST
- Distribute To:**
 - [Distribute To](#)
- Distribution ID Type:** User
- Distribution ID:** JAWR010

At the bottom of the page, there is a 'Return' button.

Example of Report Output

Report ID: AR01003
SETID: STATE
EFFDT: 09-FEB-2007

SETID: STATE

PeopleSoft Receivables
AUTO ENTRY TYPE

System Function	Eff Date	Entry Type	Reg Reason?	Det GL?	Reason	Balance
MT-01 Offset an Item	01/28/2004 MT	Maintenanc	NO	YES	NO	
WS-01 Pay An Item	01/01/1900 PY	Payment	NO	YES	NO	
WS-06 Adjust Remaining Overpayment	01/01/1900 AD	Adj	YES	YES	GRANT	NO
					WIRE	NO
WS-07 Adjust Remaining Underpayment	01/01/1900 AD	Adj	YES	YES	GRANT	NO
					WIRE	NO
WS-09 Write-off an Item	01/01/1900 WO	Write-Off	YES	YES	GRANT	YES
					WIRE	YES

1 of 1

VISION FINANCIALS

Balance Forward Statement (AR32001)

Report Information

Purpose of the Report

This report lists all new items and payments in the current statement period, balance forward amount or ending amount from the previous statement, and the ending balance for the current statement period.

Type of Report

Crystal

Navigation (Path) to the Report Creation

Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Navigation (Path) to the Report



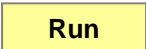


Accounts Receivable > Customer Interactions > Statements > Print Statements

Report Execution Procedure

Run Control Notes:

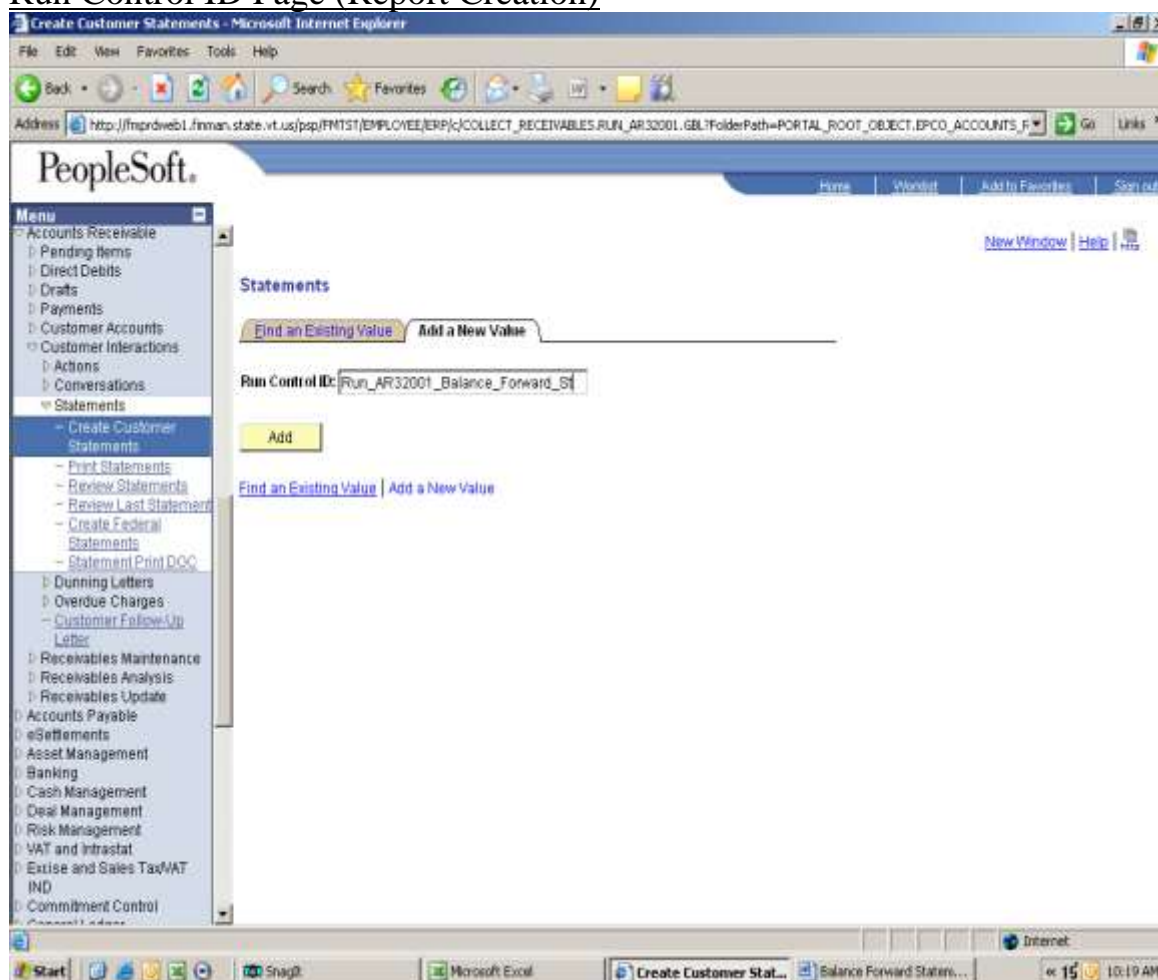
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR32000_Open_Item_Statemen)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report Creation Steps (use navigation for report creation above):		
As of Date	Enter desired As of Date	Click calendar to select As of Date
Unit	Enter desired Unit	Click magnifying glass to lookup Unit
SetID	Enter desired SetID	Click magnifying glass to lookup SetID
Customer	Enter desired Customer	Click magnifying glass to lookup Customer

Report Steps		see screenshot below
Correspondence Customer	Enter desired Correspondence Customer	Click magnifying glass to lookup Correspondence Customer
Statement Group	Select desired Statement Group	Choose Statement Group from drop down list
Open Item	Check this box	
Open Item Include Drafts	Check this box if desired	
Balance Forward	Uncheck this box	This will gray out the Balance Forward Due Date and Balance Forward Re-run
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”
Report Steps (use navigation for report from above):		
	Click the “Run” button	Warning page loads warning to process report immediately so as to not lose any data
	Click the “Ok” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Customer Statement Print”	It’s Process Name is AR32000-
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar32000 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page (Report Creation)



Report Request Parameters Page (ReportCreation)

PeopleSoft®

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
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 - Review Statements
 - Review Last Statement
 - Create Federal Statements
 - Statement Print DOC
 - Dunning Letters
 - Overdue Charges
 - Customer Follow-Up Letter
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
- eSettlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control

Statements Parameters | Currency to Convert

Run Control ID: Run_AR32001_Balance_Forward_St | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

As of Date: 02/29/2007 | Unit: 01110 | Finance & Management | SetID: STATE | Default State SetID | Customer: ST002 | Dept of Information & Innovation | Correspondence Customer: % | Statement Group: All Statement Groups | Balance Forward Due Date: 03/31/2007

Open Item | Open Item Include Drafts | Balance Forward | Balance Forward Re-run

Save | Return to Search | Apply | Add | Update/Display

Statements Parameters | Currency to Convert

Process Scheduler Request Page (Report Creation)

PeopleSoft®

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- Accounts Receivable
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- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control

Process Scheduler Request

User ID: JHARRIS | Run Control ID: Run_AR32001_Balance_Forward_St

Server Name: PSUNK | Run Date: 02/29/2007 | Recurrence: | Run Time: 10:22:58AM | Reset to Current DateTime

Time Zone: |

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSUAR Statements	AR_STMTS	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	PSUAR Statements	STATEMNT	PSJob	(None)	(None)	Distribution

OK | Cancel

Process Monitor Page (Report Creation)

PeopleSoft®

Menu

- Accounts Receivable
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- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control

Process List | **Server List**

New Process Request For

User ID: JHARRIS Type: Last: 1 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

Select	Instance	Sig.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2490504		Application Engine	AR_STMTS	JHARRIS	02/20/2007 10:23:58AM PST	Success	Posted	Details

[Go back to Statements](#)

[Process List](#) | [Server List](#)

Process Instance: 2490504

Start | Snap | Microsoft Excel | Create Custo... | Balance Forward... | PW Query Use... | Employee Fac... | 15:00:25 AM

Run Control Page (Report)

PeopleSoft.

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 - Pending Items
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- Deal Management
- Risk Management
- VAT and Interest
- Excise and Sales Tax/VAT
- IND
- Commitment Control

Statement Print

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

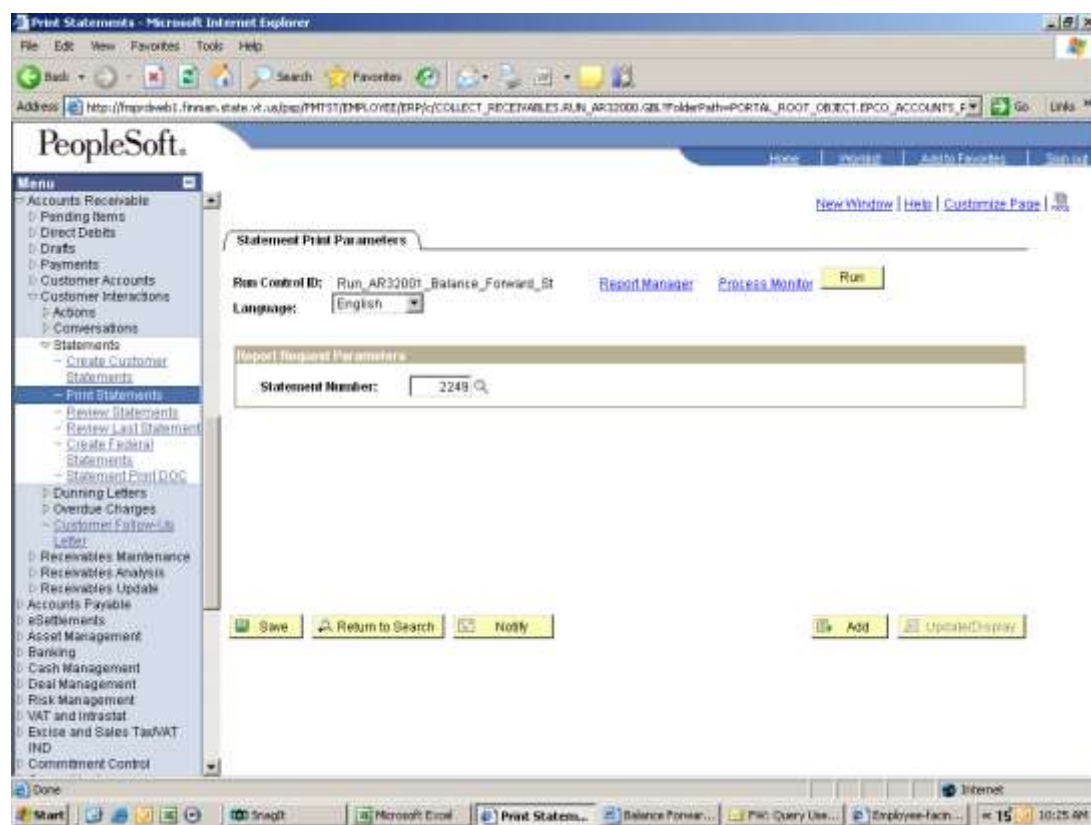
Run Control ID: begins with 01_Balance_Forward_01

☐ Case Sensitive

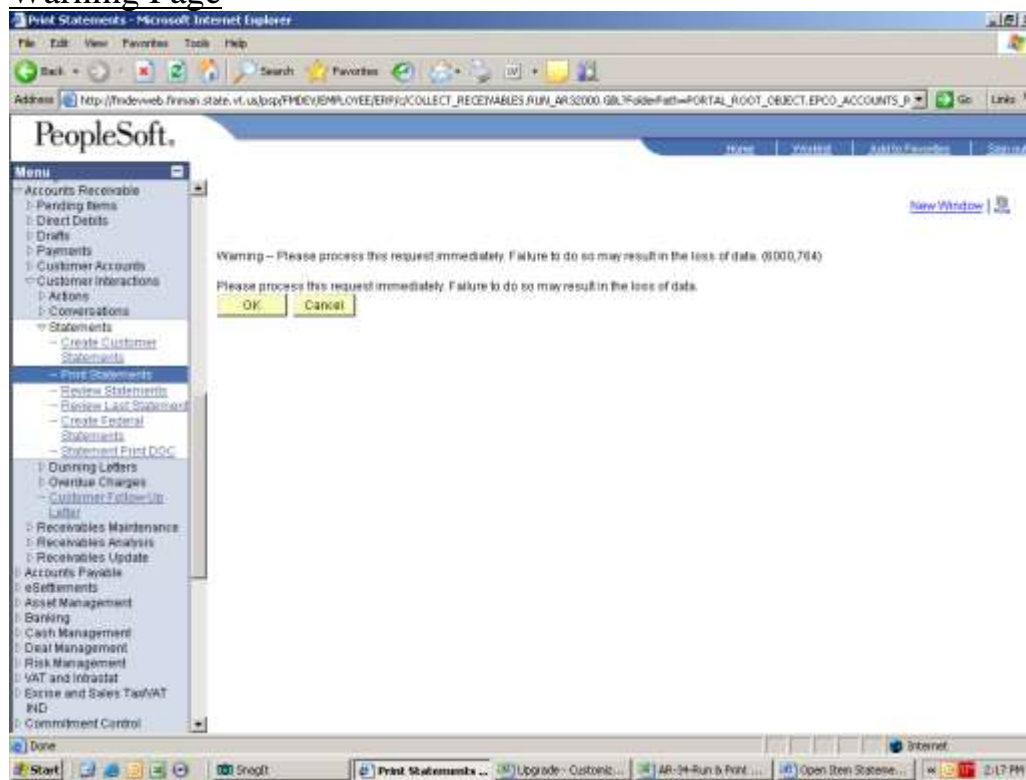
Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

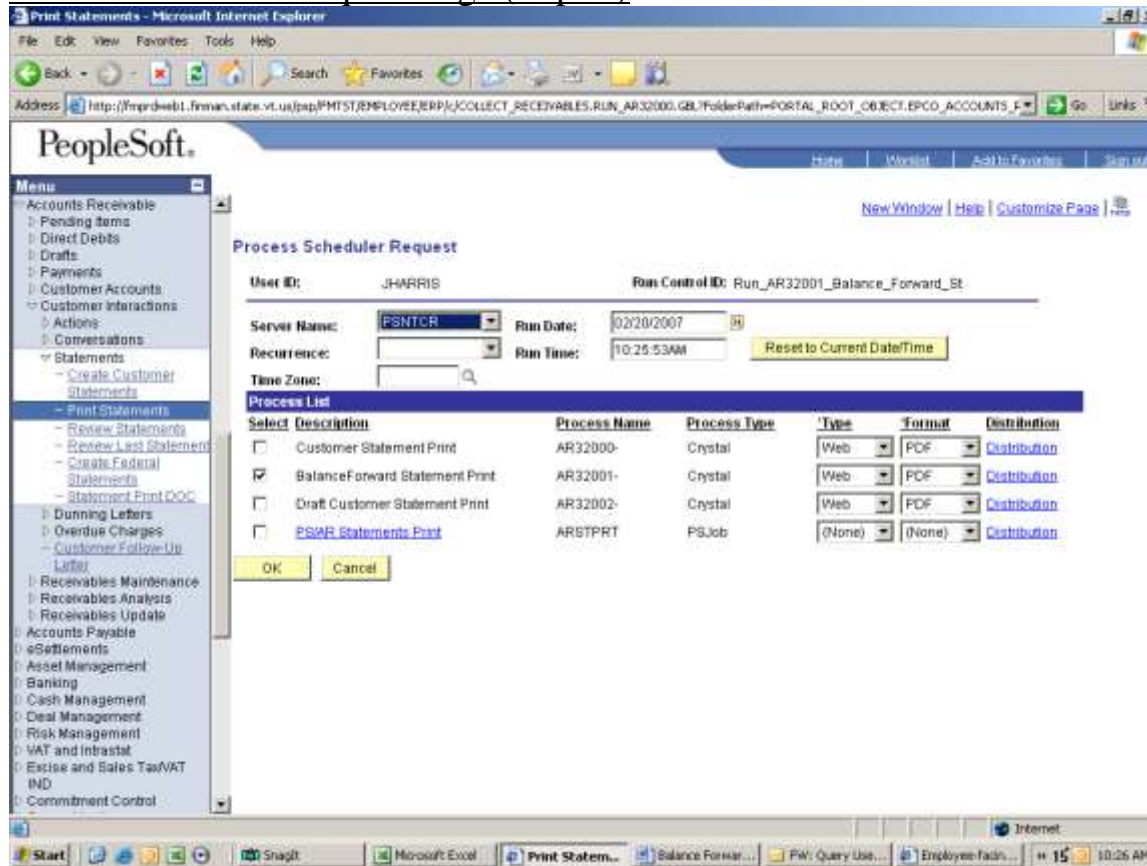
Report Request Parameters Page (Report)



Warning Page



Process Scheduler Request Page (Report)



Process Monitor Page (Report)

Print Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://mrprodweb1.finnan.state.vt.us/pap/PMTST/EMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR32000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_F

PeopleSoft

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Saved

Process List | **Server List**

View Process Request For

User ID: JHARRIS Type: Last: 2 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details

2490586	Crystal	AR32001	JHARRIS	02/20/2007 10:25:53AM PST	Success	Posted	Details
---------	---------	---------	---------	---------------------------	---------	--------	---------

Go back to Statement Print

Save Notify

Process List | **Server List**

Process Instance: 2490586

Start | Shaght | Microsoft Excel | Print Statem... | Balance Forwar... | PW: Query Use... | Query Manage... | 15 10:26 AM

Process Detail Page

Print Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hrpdrweb1.finnan.state.vt.us/psp/EMPLOYEE/ERP/c/collect_RECEIVABLES.RUN_AR32000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_F...

PeopleSoft

Home | My Portal | Add to Favorites | Sign out

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- Deal Management
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- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control

Process Detail

Process

Instance: 2490506 Type: Crystal

Name: AR32001- Description: Balance Forward Statement Print

Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR32001_Balance_Forward_St

Location: Server

Server: PSNTCR

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Wait Time

Request Created On: 02/20/2007 10:26:03AM PST

Run Anytime After: 02/20/2007 10:25:53AM PST

Began Process At: 02/20/2007 10:26:29AM PST

Ended Process At: 02/20/2007 10:26:42AM PST

Actions

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

Process Instance: 2490506

Start | Snagit | Microsoft Excel | Print Statem... | Balance Forward... | PW: Query Use... | Query Manage... | 15 | 10:27 AM

View Log/Trace Page

View Log/Trace

Report ID: 4159 Process Instance: 2490586 [Message Log](#)

Name: AR32001- Process Type: Crystal

Run Status: Success

Balance Forward Statement Print

Distribution Node: FDMVEBCR Expiration Date: 11/15/2008

File List

Name	File Size (bytes)	Outtime Created
AR32001- 2490586.PDF	10,035	02/20/2007 10:26:42.000000AM PST
Message Log	0	02/20/2007 10:26:42.000000AM PST
PeopleSoft Trace File	468	02/20/2007 10:26:42.000000AM PST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Example of Report Output

BGS Print Shop (43658)

Statement Number: 1890
Statement Date: 2/15/2007
Customer Number: NR7
Send payment to: BGS Print Shop (43658)
General Services Center
6 Baldwin St
Montpelier, VT 05633

NR OFFICE OF MANAGEMENT SVCS
103 SOUTH MAIN STREET
CENTER BUILDING, 1ST FLOOR
WATERBURY, VT 05671-0301

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Customer: NR OFFICE OF MANAGEMENT SVCS							
Nov/03/2006	TEST 10	10	Invoice	11.80			
Nov/03/2006	TEST 10	10	Payment	-5.00		PARTIAL DEF	
Nov/03/2006	TEST 2	2	Invoice		11.80		
Nov/03/2006	TEST 3	3	Invoice		11.80		
Nov/03/2006	TEST 4	4	Invoice		11.80		
Nov/03/2006	TEST 5	5	Invoice		11.80		

VISION FINANCIALS

Business Unit Contacts (AR31004)

Report Information

Purpose of the Report

This report lists all customers and customer contacts within a business unit.

Type of Report

SQR



Navigation (Path) to the Report

Accounts Receivable > Customer Accounts > Customer Reports > Customers by Unit

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR31004_Business_Unit_Cont)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Customer Status	Select desired Customer Status	Use drop down list to select
Customer Type	Select desired Customer Type	Use drop down list to select
Credit Analyst	Enter desired Credit Analyst	Click on magnifying glass to lookup Credit Analyst
Sales Person	Enter desired Sales Person	Click on magnifying glass to lookup Sales Person
Collector	Enter desired Collector	Click on magnifying glass to lookup Collector
Sort Option	Select desired Sort Option	Use drop down list to select
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar31001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Contacts By Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR31004.GBL?&def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P

PeopleSoft.

Menu

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 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
- Customer Accounts
 - Customer Information
 - Item Information
 - Delinquent Accounts
- Customer Reports
 - AR/AP Balance by Customer
 - AR/AP Balance by SetID
 - Cash Forecast
 - Contacts by SetID
- Contacts by Unit
 - Customers by SetID
 - Customers by Unit
- Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
 - eSettlements
- Asset Management
 - Banking
- Cash Management
 - Deal Management
- Risk Management
 - WAT and Infractal
- Excise and Sales Tax/VAT
 - IND
- Commitment Control
 - General Ledger
- Allocations

Contacts By Unit

Find an Existing Value Add a New Value

Run Control ID: Run_AR31004_Business_Unit_Con

Add

Find an Existing Value Add a New Value

Start Snagit Contacts By Unit - Mic... Business Unit Contracts... Microsoft Excel - Account... 10:00 AM

Report Request Parameters Page

Contacts By Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR31004.GBL?&def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
- Customer Accounts
 - Customer Information
 - Item Information
 - Delinquent Accounts
- Customer Reports
 - AR/AP Balance by Customer
 - AR/AP Balance by SetID
 - Cash Forecast
 - Contacts by SetID
- Contacts by Unit
 - Customers by SetID
 - Customers by Unit
- Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
 - eSettlements
- Asset Management
 - Banking
- Cash Management
 - Deal Management
- Risk Management
 - WAT and Infractal
- Excise and Sales Tax/VAT
 - IND
- Commitment Control
 - General Ledger
- Allocations

Business Unit Contacts

Run Control ID: Run_AR31004_Business_Unit_Con Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 01193 BOS (Copy Center)

Customer Status: Active Active

Customer Type: All All

Credit Analyst: BOS Buildings & General Services

Sales Person: BOS Buildings & General Services

Collector: BOS

Sort Options: Sort by Customer Name

Save Notify Add Update/Display

Start Snagit Contacts By Unit - Mic... Business Unit Contracts... Microsoft Excel - Account... 10:06 AM

Process Scheduler Request Page

Contacts by Unit - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/PHDEVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR31004.GBL?rdef=att=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
- Customer Accounts
 - Customer Information
 - Item Information
 - Delinquent Accounts
- Customer Reports
 - AR/AP Balance by Customer
 - AR/AP Balance by SetID
 - Cash Forecast
 - Contacts by SetID
- Contacts by Unit
 - Customers by SetID
 - Customers by Unit
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update
- Accounts Payable
 - eSettlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control
- General Ledger
- Allocations

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR31004_Business_Unit_Cont

Server Name: PSLN02 Run Date: 02/13/2007

Recurrence: Run Time: 10:06:32AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Business Unit Contacts	AR31004	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Contacts by Unit - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/PHDEVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR31004.GBL?rdef=att=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P

PeopleSoft.

Menu

- Accounts Receivable
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- Contacts by Unit
 - Customers by SetID
 - Customers by Unit
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- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control
- General Ledger
- Allocations

Process Monitor

Process List Server List

New Process Request For

User ID: JHARRIS Type: Last: 6 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494730		BQR Report	AR31004	JHARRIS	02/13/2007 10:06:32AM EST	Success	Posted	Details

Go back to Contacts By Unit

Save Notify

Process List Server List

Process Detail Page

The screenshot shows the 'Process Detail' page for the 'Contacts by Unit' process. The left sidebar contains a menu with various accounting and customer-related options. The main content area displays the following information:

- Process:**
 - Instance: 2494730
 - Type: SQR Report
 - Name: AR31004
 - Description: Business Unit Contacts
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR31004_Business_Unit_Conf
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/13/2007 10:06:50AM EST
 - Run Anytime After: 02/13/2007 10:06:33AM EST
 - Began Process At: 02/13/2007 10:06:57AM EST
 - Ended Process At: 02/13/2007 10:07:04AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page for the 'Contacts by Unit' process. The left sidebar is the same as the previous page. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 6938
 - Process Instance: 2494730
 - Name: AR31004
 - Process Type: SQR Report
 - Run Status: Success
- Business Unit Contacts:**
 - Distribution Details:
 - Distribution Node: FMPRDWEB1
 - Expiration Date: 1/1/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/13/2007 10:07:04.000000AM EST
ar31004_2494730.PDF	76,230	02/13/2007 10:07:04.000000AM EST
Trace File	0	02/13/2007 10:07:04.000000AM EST
- Distribute To:**
 - Distribution ID Type: User
 - Distribution ID: JHAF010

At the bottom of the page, there is a 'Return' button.

Example of Report Output

Report ID: AR31004
 BUSINESS UNIT: 01163%
 Customer Type: ALL VALUES
 Credit Analyst: BGS%
 Salesperson: BGS%
 Collector: BGS%
 Status: ACTIVE

Peoplesoft Receivables
 BUSINESS UNIT CONTACTS

BUSINESS UNIT: 01163

Customer	Customer Name	#	Contact Nam	Title
AD2	AD ACT 160	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD4	AD ADULT PROTECTIVE SERVI	1	TAMMY PUTVAIN	
AD5	AD AGING AND DISABILITIES	1	BILL MILLER	
AD6	AD ASSISTIVE TECHNOLOGY	1	BETSY ROSS	
AD7	AD ATTENDENT SERVICES PRO	1	MARY TRAHANT	
		2	TED HODPE	
AD8	AD CASE MANAGEMENT TRAINI	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD3	AD COMMISSIONERS OFFICE	1	JANET MOLANDER-POSTER	
AD9	AD DAIL ADMINISTRATION	1		
AD051	AD DAIL-MANAGEMENT	1	MARY TRAHANT	
AD15	AD DAIL-SHIP	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD14	AD DBVI BARRE	1	CLAIRE LAROSE	
AD11	AD DBVI BURLINGTON	1	CINDY SEQUIN	
AD10	AD DBVI CENTRAL OFFICE	1	LOREEN GUYETTE	
AD12	AD DBVI RUTLAND	1	GAYLE HOESSLER	
AD13	AD DBVI CANTON	1	REBECCA MARVALL	

18.70 x 10.67 in 1 of 21

Start | Shogit | Contacts by Unit - ... | Business Unit Cont... | Microsoft Excel - Ac... | http://fndevweb... | 10:14 AM

VISION FINANCIALS

Deposit Control (AR20001P)

Report Information

Purpose of the Report

This report lists detailed information for deposits.

Type of Report

Crystal

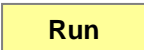
Navigation (Path) to the Report


Accounts Receivable > Payments > Reports > Deposit Control – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20001_Deposit_Control)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point In Time Type	Select method of time to report on	From Date, To Date and As of Date boxes open, disappear or grey out according to selection
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
As of Date	Enter desired date	This box disappears if Range PIT Type is selected; click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit Type	Enter desired Deposit Type	Click on magnifying glass to lookup Deposit Type; leave blank to select all
Bank Code	Enter desired Bank Code	Click on magnifying glass to lookup Bank Code; leave blank to select all
Bank Account	Enter desired Bank Account	Click on magnifying glass to lookup Bank Account; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports

Report Steps		see screenshot below
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20001P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control - Point in Time' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/APP/PAIDMENTS_RUN_AR20001P1.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_REC. The PeopleSoft logo is at the top left. A left-hand menu lists various options under 'Accounts Receivable' and 'Reports'. The main content area is titled 'Deposit Control - Point in Time' and contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a 'Run Control ID' field with the value 'Run_AR20001P_Deposit_Control' and an 'Add' button. Below this, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows several open applications, including 'Deposit Control - Point in Time', 'Deposit Control - AR200...', and 'Microsoft Excel - Account...'. The system clock indicates 9:42 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The address bar displays the same URL as the previous page. The PeopleSoft logo is at the top left. The left-hand menu is the same as in the previous screenshot. The main content area is titled 'Deposit Control - Point in Time' and contains three tabs: 'Run Control ID', 'Report Manager', and 'Process Monitor'. The 'Report Manager' tab is active, showing a 'Run Control ID' field with the value 'Run_AR20001P_Deposit_Control' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several fields: 'Point in Time Type' (YTD), 'From Date' (01/01/2008), 'As of Date' (02/09/2006), 'To Date' (02/09/2006), 'Deposit Unit' (01110), 'Amount Type' (Base Curr), 'User ID' (%), 'Deposit Type' (W), 'Bank Code' (%), 'Bank Account' (%), and 'Posting Status' (All). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows the same open applications as the previous screenshot, with the system clock indicating 9:43 AM.

Process Scheduler Request Page

Deposit Control-Point in Time - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/AMPLY_PAYMENTS.RUN_AR20001P.T.GB.%sidePath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_REC

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Apply Entries-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Frequency Detail
 - Payment Frequency Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unreconciled MCHS Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20001P_Deposit_Control

Server Name: PSNTCR Run Date: 02/12/2007
 Recurrence: Run Time: 9:44:00AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Point in Time Deposit Control	AR20001P	Cystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

Deposit Control-Point in Time - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/AMPLY_PAYMENTS.RUN_AR20001P.T.GB.%sidePath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_REC

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Apply Entries-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Frequency Detail
 - Payment Frequency Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unreconciled MCHS Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process List [Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 2 Minutes [Save](#)
 Server: Name: Instance: to
 Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494054		Cystal	AR20001P	JHARRIS	02/12/2007 9:44:00AM EST	Success	Posted	Details

[Go back to Deposit Control - Point in Time](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in the PeopleSoft application. The left-hand menu is expanded to 'Deposits', and 'Deposit Control-Point in Time' is selected. The main content area displays the following information:

- Process Information:**
 - Instance: 2494654
 - Type: Crystal
 - Name: AR20001P
 - Description: Point in Time Deposit Control
 - Run Status: Success
 - Distribution Status: Posted
- Run Information:**
 - Run Control ID: Run_AR20001P_Deposit_Control
 - Location: Server
 - Server: PSNTCR
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/12/2007 9:44:14AM EST
 - Run Anytime After: 02/12/2007 9:44:00AM EST
 - Began Process At: 02/12/2007 9:44:36AM EST
 - Ended Process At: 02/12/2007 9:44:46AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in the PeopleSoft application. The left-hand menu is expanded to 'Deposits', and 'Deposit Control-Point in Time' is selected. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 6071
 - Process Instance: 2494654
 - Name: AR20001P
 - Process Type: Crystal
 - Run Status: Success
- Point in Time Deposit Control:**
 - [View Log/Trace](#)
- Distribution Details:**
 - Distribution Node: FDMWEBCR
 - Expiration Date: 11/07/2009
- File List:**

Name	File Size (bytes)	Datetime Created
AR20001P_2494654.PDF	42,728	02/12/2007 9:44:46:000000AM EST
Message Log	0	02/12/2007 9:44:46:000000AM EST
PeopleSoft Trace File	470	02/12/2007 9:44:46:000000AM EST
- Distribution To:**
 - [Distribution ID](#)
 - User: JHAFR010

At the bottom of the page, there is a 'Return' button.

Example of Report Output

http://fmdevweb.finnman.state.vt.us/pereports/FMDEV/6671/AR20001P_2494654.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finnman.state.vt.us/pereports/FMDEV/6671/AR20001P_2494654.PDF

Save a Copy | Search | 91% | Adobe Reader 7.0

PEOPLE Soft

Report ID: AR20001P

PeopleSoft Receivables
Deposit Control

Page No. 1
Run Date Feb/12/2007
Run Time 9:44:34 AM

YTD from 01-Jan-2006 to 28-Feb-2006

Business Unit: 01110
Report on Base Currency: USD
Operator: ALL
Deposit Type: W
Bank Account: ALL
Post Status: AS

Deposit Unit	Entry Date	Deposit ID	Operator	Assigned Operator	Deposit Type	Bank Code	Bank Acct	Balance Status	Deposit Status	Control Amount	Entered Amount	Printed Total	Journalized Amount
	Jan/09/2006	000146	KPEARSON	KPEARSON	Wife	PNVCP		Yes	Complete	4,899.00	4,899.00	4,899.00	0.00 USD
					Base Currency			USD		4,899.00	4,899.00	4,899.00	0.00
					Total Amount by Entry Date			Jan/09/2006		4,899.00	4,899.00	4,899.00	0.00 USD
	Jan/10/2006	0756	KPEARSON	KPEARSON	Wife	PNVCP		Yes	Complete	14,911.00	14,911.00	14,911.00	0.00 USD
					Base Currency			USD		14,911.00	14,911.00	14,911.00	0.00
					Total Amount by Entry Date			Jan/10/2006		14,911.00	14,911.00	14,911.00	0.00 USD
	Jan/13/2006	UC000116	VSTRONER	VSTRONER	Wife	PNVCP		Yes	Complete	3,763.96	3,763.96	3,763.96	0.00 USD
					Base Currency			USD		3,763.96	3,763.96	3,763.96	0.00
					Total Amount by Entry Date			Jan/13/2006		3,763.96	3,763.96	3,763.96	0.00 USD
	Jan/23/2006	UC000116	VSTRONER	VSTRONER	Wife	PNVCP		Yes	Complete	3,879.62	3,879.62	3,879.62	0.00 USD
					Base Currency			USD		3,879.62	3,879.62	3,879.62	0.00
					Total Amount by Entry Date			Jan/23/2006		3,879.62	3,879.62	3,879.62	0.00 USD
					Total Amount by Deposit Business Unit					27,252.78	27,252.78	27,252.78	0.00 USD

1 of 1

Done | Unknown Zone

Start | Snagit | Deposit Control-Pa... | Deposit Control - A... | Microsoft Excel - Ac... | http://fmdevweb... | 9:45 AM

VISION FINANCIALS

Deposit Summary (AR20001)

Report Information

Purpose of the Report

This report lists detailed information for deposits.

Type of Report

SQR



Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20001_Deposit_Summary)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired date	Click calendar to select date
To Date	Enter desired date	Click calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID
Deposit Type	Enter desired Deposit Type	Click on magnifying glass to lookup Deposit Type
Bank Code	Enter desired Bank Code	Click on magnifying glass to lookup Bank Code
Bank Account	Enter desired Bank Account	Click on magnifying glass to lookup Bank Account
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.

Report Steps		see screenshot below
Ar20001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Deposit Control by Entry Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/INPLY_PAYMENTS_RUN_AR20001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Arch Entry-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Preceptor Detail
 - Payment Preceptor Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unreconciled MCII Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Deposit Control by Entry Date

End an Existing Value Add a New Value

Run Control ID: Run_AR20001_Deposit_Summary

Add

Find an Existing Value Add a New Value

Start Snagit Deposit Control by En... Deposit Summary - AR20...

Report Request Parameters Page

Deposit Control by Entry Date - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/INPLY_PAYMENTS_RUN_AR20001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Arch Entry-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Preceptor Detail
 - Payment Preceptor Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unreconciled MCII Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Deposit Control by Entry Date

Run Control ID: Run_AR20001_Deposit_Summary Report Manager Process Monitor Run

Language: English

Report Request Parameters

From Date: 02/09/2005

To Date: 02/09/2006

Unit: 01110 Finance & Management

Amount Type: Base Curr

User ID:

Deposit Type: Wire Transfer

Bank Code: FINOP FinOps Ban Bank Account: 901 FinOps-UC

Posting Status: All

Save Return to Search Notify Add Update/Display

Start Snagit Deposit Control by En... Deposit Summary - AR20...

Process Scheduler Request Page

PeopleSoft.

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20001_Deposit_Summary

Server Name: PSLN02 Run Date: 02/12/2007

Recurrence: Run Time: 8:31:14AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Deposit Control by Entry Date	AR20001	BQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft.

Process List [Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 2 Minutes [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) [Edit](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494642		BQR Report	AR20001	JHARRIS	02/12/2007 8:31:14AM EST	Success	Posted	Details

[Go back to Deposit Control by Entry Date](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The address bar displays the URL: http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRP/APP/PAYMENTS_RUN_AR20001.GBL. The PeopleSoft logo is visible at the top left. A left-hand menu lists various accounting functions, with 'Deposit Control by Entry Date' selected. The main content area displays the following information:

- Process:**
 - Instance: 2494642
 - Type: SQR Report
 - Name: AR20001
 - Description: Deposit Control by Entry Date
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR20001_Deposit_Summary
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Clone Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- DateTime:**
 - Request Created On: 02/12/2007 8:31:37AM EST
 - Run Anytime After: 02/12/2007 8:31:14AM EST
 - Began Process At: 02/12/2007 8:31:36AM EST
 - Ended Process At: 02/12/2007 8:31:43AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 8:33 AM on 2/12/2007.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The address bar displays the URL: http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRP/APP/PAYMENTS_RUN_AR20001.GBL. The PeopleSoft logo is visible at the top left. A left-hand menu lists various accounting functions, with 'Deposit Control by Entry Date' selected. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 6862
 - Process Instance: 2494642
 - Name: AR20001
 - Process Type: SQR Report
 - Run Status: Success
- Deposit Control by Entry Date:**
 - [View Log/Trace](#)
- Distribution Details:**
 - Distribution Node: FMPRDWEB01
 - Expiration Date: 1/1/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,608	02/12/2007 8:31:42:000000AM EST
ar20001_2494642.PDF	51,102	02/12/2007 8:31:42:000000AM EST
Trace File	25	02/12/2007 8:31:42:000000AM EST
- Distribute To:**
 - Distribution ID Type**
 - User: JHARRIS

At the bottom of the page, there is a 'Return' button. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 8:34 AM on 2/12/2007.

Example of Report Output

http://fmdevweb.finan.state.vt.us/pseports/FMDEV/6662/ar20001_2494642.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/pseports/FMDEV/6662/ar20001_2494642.PDF

Save a Copy | Select | 100% | Search | Adobe Reader 7.0

Report ID: AR20001
Business Unit: 01110%
Report Currency: Base Amount
Operator: ALL VALUES
Deposit Type: W
Bank Account: FINOP, 001%
Post Status: ALL VALUES

PeopleSoft Receivable
DEPOSIT SUMMARY
For 09-FEB-2005 through 09-

Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Cont
03/07/2005	01110	UC000046	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
		UC000047	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
		UC000048	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
Total For 01110									
Total For 03/07/2005									

18.70 x 10.67 in | 6 of 39 | Unknown Zone

Start | Snagit | Deposit Control by Entry... | Deposit Summary - AR20... | http://fmdevweb.finan... | 8:35 AM

VISION FINANCIALS

Entry Type/Entry Reason (AR01002)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR



Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Entry Type Entry Reason

Report Execution Procedure

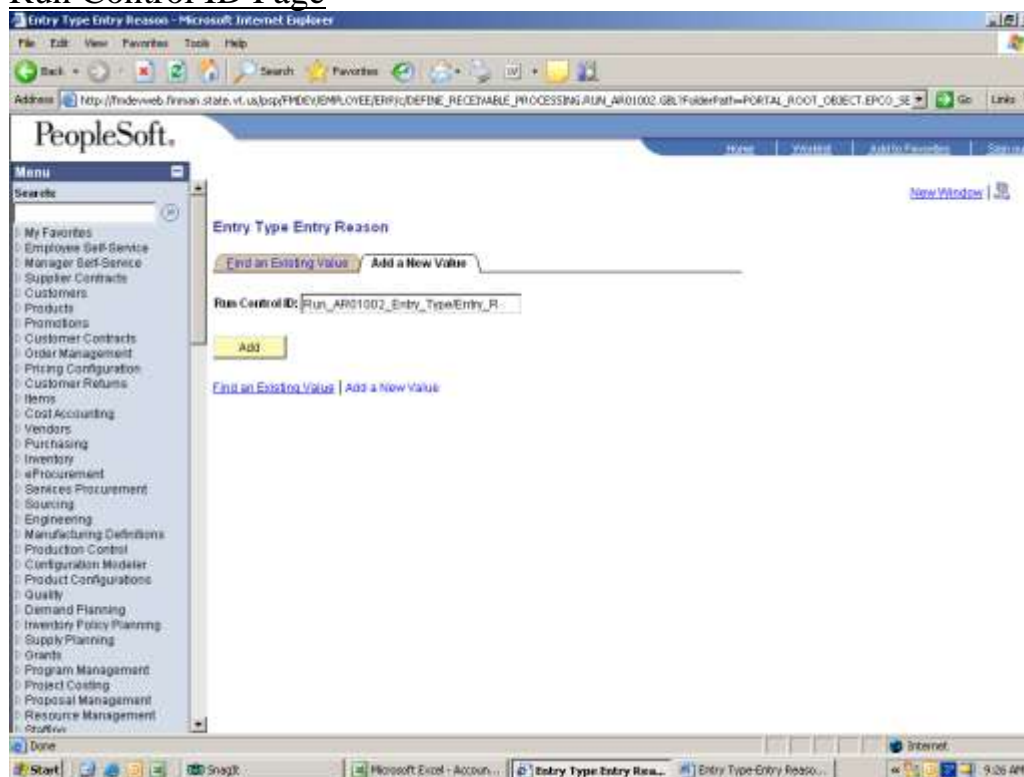
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01002_Entry_Type/Entry_R)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report.

Report Steps		see screenshot below
		<ul style="list-style-type: none"> Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01002 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page



Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Entry Type Entry Reason - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01002.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE...'. The PeopleSoft logo is at the top left. A menu on the left lists various system functions. The main content area has a 'Parameters' section with 'Run Control ID' set to 'Run_AR01002_Entry_TypeEntry_R' and 'Language' set to 'English'. Below this is a 'Report Request Parameters' section with a 'SelfID' field containing 'STATE' and a search result 'Building & General Services'. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Menu

- Set Up Financial/Supply Chain
- Install
- Security
- Upgrade
- Business Unit Related
- Common Definitions
- Product Related
 - Asset Management
 - Budgeting
 - Billing
 - Contracts
 - Cost Accounting
 - Engineering
 - Expenses
 - Grants
 - Inventory
 - Order Management
 - Foundation
 - Payroll Management
 - Planning
 - Procurement Options
 - Procurement Options
 - Program Management
 - Project Costing
 - Promotions Management
 - Proposal Management
- Receivables
 - Credit Collections
 - Customers
 - Drafts
 - Options
 - Payments
- Reports

Parameters

Run Control ID: Run_AR01002_Entry_TypeEntry_R [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SelfID: STATE Building & General Services

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Process Scheduler Request Page

The screenshot shows the 'Process Scheduler Request' page in a PeopleSoft application. The browser window is titled 'Entry Type Entry Reason - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01002.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE...'. The PeopleSoft logo is at the top left. A menu on the left lists various system functions. The main content area has a 'Process Scheduler Request' section with 'User ID' set to 'JHARRIS' and 'Run Control ID' set to 'Run_AR01002_Entry_TypeEntry_R'. Below this are fields for 'Server Name' (PSUX), 'Run Date' (02/08/2007), 'Recurrence' (empty), and 'Run Time' (9:28:37AM). A 'Process List' table shows a single entry for 'Entry Type / Entry Reason' with process name 'AR01002', process type 'SQL Report', type 'Web', format 'PDF', and distribution 'Distribution'. At the bottom are 'OK' and 'Cancel' buttons.

Menu

- Set Up Financial/Supply Chain
- Install
- Security
- Upgrade
- Business Unit Related
- Common Definitions
- Product Related
 - Asset Management
 - Budgeting
 - Billing
 - Contracts
 - Cost Accounting
 - Engineering
 - Expenses
 - Grants
 - Inventory
 - Order Management
 - Foundation
 - Payroll Management
 - Planning
 - Procurement Options
 - Procurement Options
 - Program Management
 - Project Costing
 - Promotions Management
 - Proposal Management
- Receivables
 - Credit Collections
 - Customers
 - Drafts
 - Options
 - Payments
- Reports

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR01002_Entry_TypeEntry_R

Server Name: PSUX Run Date: 02/08/2007

Recurrence: Run Time: 9:28:37AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Entry Type / Entry Reason	AR01002	SQL Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

The screenshot shows the PeopleSoft Process Monitor page. The browser address bar displays the URL: http://fdevweb.finan.state.vt.us/bsp/PHDEVEMPLOYEE/ENTRY/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01002.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE. The page title is "Entry Type Entry Reason - Microsoft Internet Explorer".

The left sidebar contains a menu with various options, including "Set Up Financial Supply Chain", "Install", "Security", "Upgrade", "Business Unit Related", "Common Definitions", "Product Related", "Asset Management", "Budgeting", "Billing", "Contracts", "Cost Accounting", "Engineering", "Expenses", "Grants", "Inventory", "Order Management", "Foundation", "PayBil Management", "Planning", "Procurement Options", "Procurement Options eProc", "Program Management", "Project Costing", "Promotions Management", "Proposal Management", "Receivables", "Credit Collections", "Customers", "Drafts", "Options", "Payments", and "Reports".

The main content area is titled "Process List" and "Server List". It includes a search form with fields for "User ID" (JHARRIS), "Type", "Last" (Minutes), "Server", "Name", "Instance", and "Run Status". There is a "Save On Refresh" checkbox.

Below the search form is a table of process instances:

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494618		QOR Report	AR01002	JHARRIS	02/09/2007 9:28:37AM EST	Success	Posted	Details

At the bottom of the page, there are buttons for "Go back to Entry Type Entry Reason", "Save", and "Notify". The status bar at the bottom shows "Process Instance 2494618" and the system clock "9:28 AM".

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page. The browser address bar displays the URL: http://fdevweb.finan.state.vt.us/bsp/PHDEVEMPLOYEE/ENTRY/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01002.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE. The page title is "Entry Type Entry Reason - Microsoft Internet Explorer".

The left sidebar contains the same menu as the Process Monitor page.

The main content area is titled "Process Detail". It shows the following information:

- Instance:** 2494618
- Type:** QOR Report
- Name:** AR01002
- Description:** Entry Type / Entry Reason
- Run Status:** Success
- Distribution Status:** Posted

Below this information is a section for "Run Control ID: Run_AR01002_Entry_TypeEntry_R". It includes fields for "Location" (Server), "Server" (PSUN01), and "Recurrence".

There are two columns of actions:

- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are buttons for "OK" and "Cancel". The status bar at the bottom shows "Process Instance 2494618" and the system clock "9:29 AM".

View Log/Trace Page

View Log/Trace

Report ID: 6838 Process Instance: 2494618 [Message Log](#)

Name: AR01002 Process Type: SQR Report

Run Status: Success

Entry Type / Entry Reason

Distribution Details

Distribution Node: FMPCWEB1 Expiration Date: 1/10/4/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/09/2007 9:28:48:000000AM EST
ar01002_2494618.PDF	2,021	02/09/2007 9:28:48:000000AM EST
Trace File	0	02/09/2007 9:28:48:000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Example of Report Output

Report ID: AR01002
SETID: STATE4
SETID: STATE

PeopleSoft Receivables
ENTRY TYPE / ENTRY REAS

Entry Type	Description	Short	Update?	Statements?	Aging ID	Aging Cat
AD	Adjustment/Write-Off	Adj	NO	YES		
CR	Credit Memo	Credit mem	NO	YES		
GR	Grants	Grants	NO	YES		
MT	Maintenance	Maintenanc	NO	YES		
PY	Payment	Payment	NO	YES		
RP	Refund of Expenditure	Refund	NO	YES		
WO	Write-Off	Write-Off	NO	YES		
NR	Wire	Wire	NO	YES		

VISION FINANCIALS

Group Control By Entry Date (AR11001)

Report Information

Purpose of the Report

This report lists all group control records by entry date, shown in the entry currency.

Type of Report

SQR



Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Group Control by Entry Date

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11001_Group_Control_By_E)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
Posting Status	Choose desired status to report on	Choices are: All, Complete, Error and Not Posted
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Group Type	Enter desired Group Type	Click on magnifying glass to lookup Group Type
Origin ID	Enter desired Origin ID	Click on magnifying glass to lookup Origin ID
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Group Control By Entry Date - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11001.GBL. The PeopleSoft logo is visible at the top left. A menu on the left side lists various options under 'Accounts Receivable', including 'Pending Items', 'Online Items', 'External Items', 'Review Items', 'Change Pending Group Action', 'Reports', 'Accounting Entries', 'Apply Entries-Point in Time', 'Group Control-Point in Time', 'Group Control by Entry Date', 'Item Detail', 'CORP Pending Item By Entry ID', 'Item Detail-Point in Time', 'Pending Item-Point in Time', and 'Pending Item by Entry Date'. The main content area is titled 'Group Control By Entry Date'. It contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is a text input field labeled 'Run Control ID:' with the value 'Run_AR11001_Group_Control_By_E'. To the right of this field is an 'Add' button. Below the input field, there are two links: 'End an Existing Value' and 'Add a New Value'. The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system clock showing 10:25 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Group Control By Entry Date - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11001.GBL. The PeopleSoft logo is visible at the top left. A menu on the left side lists various options under 'Accounts Receivable', including 'Pending Items', 'Online Items', 'External Items', 'Review Items', 'Change Pending Group Action', 'Reports', 'Accounting Entries', 'Apply Entries-Point in Time', 'Group Control-Point in Time', 'Group Control by Entry Date', 'Item Detail', 'CORP Pending Item By Entry ID', 'Item Detail-Point in Time', 'Pending Item-Point in Time', and 'Pending Item by Entry Date'. The main content area is titled 'By Entry Date'. It contains two tabs: 'By Entry Date' and 'By Entry Date'. The 'By Entry Date' tab is active. Below the tabs, there is a text input field labeled 'Run Control ID:' with the value 'Run_AR11001_Group_Control_By_E'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below the input field, there is a 'Language:' dropdown menu set to 'English'. Below the language dropdown, there is a section titled 'Report Request Parameters' with several input fields: 'From Date:' (02/09/2005), 'To Date:' (02/09/2006), 'Unit:' (01115, F&M - Financial Management Sys), 'Posting Status:' (All), 'User ID:', 'Group Type:', and 'Origin ID:'. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Chapter'. The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system clock showing 10:24 AM.

Process Scheduler Request Page

Group Control by Entry Date - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRF/ENTER_RECEIVABLES_RUN_AR11001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Auto Entries Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item By Entry ID
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR11001_Group_Control_By_E

Server Name: PSLN01 Run Date: 02/09/2007
 Recurrence: Run Time: 10:29:28AM
[Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Group Control by Entry Date	AR11001	SQL Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Group Control by Entry Date - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRF/ENTER_RECEIVABLES_RUN_AR11001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Auto Entries Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item By Entry ID
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Process List Server List

Process List

User ID: JHARRIS Type: Last: 3 Minutes
 Server: Name: Instance: to
 Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494622		SQL Report	AR11001	JHARRIS	02/09/2007 10:32:14AM EST	Success	Posted	Details

[Go back to Group Control By Entry Date](#)

Save Notify

Process List Server List

Process Detail Page

The screenshot shows the PeopleSoft interface in a Microsoft Internet Explorer browser. The address bar displays the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ENTER_RECEIVABLES_RUN_AR11001.GBL. The left-hand menu is expanded to 'Accounts Receivable' > 'Group Control by Entry Date'. The main content area is titled 'Process Detail' and displays the following information:

- Process:**
 - Instance: 2494622
 - Type: SQR Report
 - Name: AR11001
 - Description: Group Control by Entry Date
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR11001_Group_Control_By_E
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/09/2007 10:32:16AM EST
 - Run Anytime After: 02/09/2007 10:32:14AM EST
 - Began Process At: 02/09/2007 10:32:25AM EST
 - Ended Process At: 02/09/2007 10:32:27AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the process detail section are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft interface in a Microsoft Internet Explorer browser. The address bar displays the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ENTER_RECEIVABLES_RUN_AR11001.GBL. The left-hand menu is expanded to 'Accounts Receivable' > 'Group Control by Entry Date'. The main content area is titled 'View Log/Trace' and displays the following information:

- Report:**
 - Report ID: 6942
 - Process Instance: 2494622
 - Name: AR11001
 - Process Type: SQR Report
 - Run Status: Success
- Group Control by Entry Date**
- Distribution Details:**
 - Distribution Node: FMPRDWEB1
 - Expiration Date: 1/1/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/09/2007 10:32:27.000000AM EST
ar11001_2494622.PDF	20,745	02/09/2007 10:32:27.000000AM EST
Trace File	0	02/09/2007 10:32:27.000000AM EST
- Distribute To:**
 - Distribution ID Type**
 - User: JHARRIS

A 'Return' button is located at the bottom of the page.

Example of Report Output

http://fmdevweb.finnan.state.vt.us/pseports/FMDEV/6842/ar11001_2494622.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finnan.state.vt.us/pseports/FMDEV/6842/ar11001_2494622.PDF

Report ID: AR11001
Business Unit: 01115
OPRID: ALL VALUES
Group Type: ALL VALUES
Origin: ALL VALUES
Post Status: All Status

PeopleSoft Receivables
GROUP CONTROL BY ENTRY DATE
For 09-FEB-2005 through 09-FEB-2006

Entry Dt	Grp	BU	Group ID	OPRID	Assn OPRID	Group Type	Origin	Balanced?	Post Status	Contro
02/15/2005	01115	201		KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-30
		202		KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-472
TOTAL FOR 01115										-503
TOTAL FOR 02/15/2005										-503

18.70 x 10.67 in | 1 of 20 | Done | Unknown Zone

Start | Snagit | Microsoft Excel - Acc... | Group Control by Ent... | Group Control By Ent... | http://fmdevweb.f... | 10:33 AM

VISION FINANCIALS

Group Control By Entry Date Point In Time Report (AR11001P)

Report Information

Purpose of the Report

This report lists all group control records by entry date, shown in the entry currency. In the report the user specifies a point in time to run the report.

Type of Report

Crystal



Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Group Control – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11001P_Group_Control_PIT)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
Posting Status	Choose desired status to report on	Choices are: All, Complete, Error and Not Posted
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Group Type	Enter desired Group Type	Click on magnifying glass to lookup Group Type
Origin ID	Enter desired Origin ID	Click on magnifying glass to lookup Origin ID
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the PeopleSoft web interface in Microsoft Internet Explorer. The browser's address bar displays the URL: `http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11001FIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_f`. The page title is "Group Control-Point in Time". On the left, a "Menu" sidebar lists various accounting functions, with "Group Control-Point in Time" selected. The main content area has two tabs: "End an Existing Value" (active) and "Add a New Value". Below the tabs, the "Run Control ID" field contains the text "Run_AR11001F_Group_Control_FIT". An "Add" button is visible below the field. At the bottom of the main area, there are links for "End an Existing Value" and "Add a New Value". The Windows taskbar at the bottom shows the Start button, several open applications (SnagIt, Microsoft Excel, Group Control-Point L..., Group Control by Entry...), and the system clock indicating 10:46 AM on 6/24/2016.

Report Request Parameters Page

The screenshot shows the PeopleSoft web interface in Microsoft Internet Explorer. The browser's address bar displays the URL: `http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11001.GBL`. The page title is "Group Control by Entry Date". On the left, the "Menu" sidebar is the same as in the previous screenshot, with "Group Control by Entry Date" selected. The main content area has a tab labeled "By Entry Date". Above the "Report Request Parameters" section, there are buttons for "Report Manager", "Process Monitor", and "Run". The "Run Control ID" field contains "Run_AR11001_Group_Control_By_E", and the "Language" dropdown is set to "English". The "Report Request Parameters" section contains the following fields: "From Date" (02/09/2005), "To Date" (02/09/2006), "Unit" (01115, F&M - Financial Management Sys), "Posting Status" (All), "User ID" (empty), "Group Type" (empty), and "Origin ID" (empty). At the bottom of the form are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Change". The Windows taskbar at the bottom shows the Start button, several open applications (SnagIt, Microsoft Excel, Group Control by Entr..., Group Control by Entry...), and the system clock indicating 10:34 AM on 6/24/2016.

Process Scheduler Request Page

Group Control by Entry Date - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRFQ/ENTER_RECEIVABLES_RUN_AR11001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Auto Entries Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item By Entry ID
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR11001_Group_Control_By_E

Server Name: PSLN02 Run Date: 02/09/2007
 Recurrence: Run Time: 10:29:28AM
[Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Group Control by Entry Date	AR11001	SQL Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

Group Control by Entry Date - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRFQ/ENTER_RECEIVABLES_RUN_AR11001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Auto Entries Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item By Entry ID
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Process List [Server List](#)

New Process Request For

User ID: JHARRIS Type: Last: 3 Minutes
 Server: Name: Instance: to
 Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494622		SQL Report	AR11001	JHARRIS	02/09/2007 10:32:14AM EST	Success	Posted	Details

[Go back to Group Control By Entry Date](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Instance 2494622

Process Detail Page

The screenshot shows the PeopleSoft interface for the 'Group Control by Entry Date' process. The left-hand menu is expanded to show the 'Group Control by Entry Date' option under the 'Accounts Receivable' section. The main content area displays the following details:

- Process:**
 - Instance: 2494622
 - Type: SQR Report
 - Name: AR11001
 - Description: Group Control by Entry Date
 - Run Status: Success
 - Distribution Status: Posted
- Run Control:**
 - Run Control ID: Run_AR11001_Group_Control_By_E
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Actions:**
 - Hold Request
 - Clone Request
 - Cancel Request
 - Delete Request
 - Restart Request
- Date/Time:**
 - Request Created On: 02/09/2007 10:32:16AM EST
 - Run Anytime After: 02/09/2007 10:32:14AM EST
 - Began Process At: 02/09/2007 10:32:25AM EST
 - Ended Process At: 02/09/2007 10:32:27AM EST
- Links:**
 - Parameters
 - Transfer
 - Message Log
 - Batch Timings
 - View Log/Trace

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft interface for the 'View Log/Trace' page. The left-hand menu is expanded to show the 'View Log/Trace' option under the 'Group Control by Entry Date' section. The main content area displays the following details:

- View Log/Trace:**
 - Report ID: 6942
 - Process Instance: 2494622
 - Name: AR11001
 - Process Type: SQR Report
 - Run Status: Success
- Group Control by Entry Date:**
 - Distribution Node: FMPRDWEB1
 - Expiration Date: 1/1/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/09/2007 10:32:27.000000AM EST
ar11001_2494622.PDF	20,745	02/09/2007 10:32:27.000000AM EST
Trace File	0	02/09/2007 10:32:27.000000AM EST
- Distribute To:**
 - Distribution ID Type
 - User

At the bottom of the page, there is a 'Return' button.

Example of Report Output

http://fmdevweb.finnan.state.vt.us/persports/FMDEV/6842/ar11001_2494622.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finnan.state.vt.us/persports/FMDEV/6842/ar11001_2494622.PDF

Report ID: AR11001
Business Unit: 01115
OPRID: ALL VALUES
Group Type: ALL VALUES
Origin: ALL VALUES
Post Status: All Status

PeopleSoft Receivables
GROUP CONTROL BY ENTRY DATE
For 09-FEB-2005 through 09-FEB-2006

Entry Dt	Grp	BU	Group ID	OPRID	Assn OPRID	Group Type	Origin	Balanced?	Post Status	Contro
02/15/2005	01115		201	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-30
			202	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-472
TOTAL FOR 01115										-503
TOTAL FOR 02/15/2005										-503

18.70 x 10.67 in | 1 of 20 | Done | Unknown Zone

Start | Snagit | Microsoft Excel - Acc... | Group Control by Ent... | Group Control By Ent... | http://fmdevweb.f... | 10:33 AM

VISION FINANCIALS

Item Activities by Entry Type/Origin (AR60002PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and origin ID for a specified point in time.

Type of Report

Crystal



Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60002P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check box next to “PIT Item Actv – GroupType/Origin	It’s Process Name is AR60002P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60002P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCD.... The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity - PIT' selected. The main content area is titled 'Unit Activity - Point in Time'. It contains a tabbed interface with 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID' with the value 'Run_AR60002P_Item_Activities_B'. Below the input field is an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 11:46 AM on 6/15/2007.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCD.... The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity - PIT' selected. The main content area is titled 'Item Activity - Point in Time'. It contains a tabbed interface with 'Run Control ID', 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Control ID' tab is active, showing a text input field for 'Run Control ID' with the value 'Run_AR60002P_Item_Activities_B'. Below the input field is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields: 'Point in Time Type' (YTD), 'From Date' (07/01/2006), 'As of Date' (02/14/2007), 'To Date' (02/14/2007), 'Unit' (01115), 'F&M - Financial Management Sys', and 'Summarize' (By Entry Type). At the bottom of the main area, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 11:49 AM on 6/15/2007.

Process Scheduler Request Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO...

PeopleSoft.

Home | Welcome | Add to Favorites | Sign Out

New Window | Customize Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR60002P_Item_Activities_B

Server Name: PSNTCR Run Date: 02/14/2007
 Recurrence: Run Time: 11:49:30AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Type	AR60001P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PIT Item Actv - GroupType/Orig	AR60002P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - Entry Type/Rsn	AR60003P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Activity by Activity Type	AR60004P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - ActType/Origin	AR60005P	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO...

PeopleSoft.

Home | Welcome | Add to Favorites | Sign Out

New Window | Customize Page

Process List [Select List](#)

View Process Request For

User ID: JHARRIS Type: Last: 20 Minutes
 Server: Name: Instance: to
 Run: Distribution: ☒ Save On Refresh

Process List [Customize](#) | [Print](#) | [View All](#) | [Print](#) | [First](#) | [Last](#)

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494887	Crystal	AR60002P	JHARRIS	02/14/2007 11:49:30AM EST	Success	Posted	Details

[Go back to Unit Activity - Point in Time](#)

[Save](#) [Notify](#)

[Process List](#) | [Select List](#)

Process Instance: 2494887

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for instance 2494807. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various accounting and financial management options. The main content area is titled 'Process Detail' and displays the following information:

- Process:**
 - Instance: 2494807
 - Type: Crystal
 - Name: AR60002P
 - Description: PIT Item Act - GroupTypeOrig
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR60002P_Item_Activities_B
 - Location: Server
 - Server: PSNCR
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/14/2007 11:49:45AM EST
 - Run Anytime After: 02/14/2007 11:49:30AM EST
 - Began Process At: 02/14/2007 11:50:16AM EST
 - Ended Process At: 02/14/2007 11:50:27AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons. The status bar at the bottom indicates the process instance is 2494807.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for instance 2494807. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various accounting and financial management options. The main content area is titled 'View Log/Trace' and displays the following information:

- Report ID:** 7008
- Process Instance:** 2494807
- Name:** AR60002P
- Process Type:** Crystal
- Run Status:** Success
- PIT Item Act - GroupTypeOrig**
- Distribution Node:** FDMWEBOR
- Expiration Date:** 1/1/2009
- File List:**

Name	File Size (bytes)	Dateline Created
AR60002P_2494807.PDF	52,369	02/14/2007 11:50:27.000000AM EST
Message Log	0	02/14/2007 11:50:27.000000AM EST
PeopleSoft Trace File	470	02/14/2007 11:50:27.000000AM EST
- Distribution To:**

Distribution ID Type	Distribution ID
User	JHARRIS

At the bottom of the page, there is a 'Return' button. The status bar at the bottom indicates the process instance is 2494807.


Example of Report Output

http://fmdevweb.finnan.state.vt.us/preports/FMDEV/7008/AR60002P_2494807.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://fmdevweb.finnan.state.vt.us/preports/FMDEV/7008/AR60002P_2494807.PDF

Save a Copy Select 123% Search Adobe Reader 7.0



Report ID: AR60002P

PeopleSoft Receivables

Business Unit Item Activities by Group Type/Origin

YTD from 7/1/2006 to 2/14/2007

Page No. 1
Run Date: Feb/14/2007
Run Time: 11:50:16 AM

Business Unit: 01115

Group Type	Origin ID	Bank	Bank Account	Entry Amount	Accounting Date	
Billing	CN_AR	No Bank Code		35.00 USD	Nov/07/2006	
				0.00 USD	Nov/16/2006	
	Total by Origin		CN_AR	35.00 USD		
	Total by Group Type		Billing	35.00 USD		
Payment	PS_AR	HOWARD	0002	-35.00 USD	Nov/07/2006	
	Total by Origin		PS_AR	-35.00 USD		
	Total by Group Type		Payment	-35.00 USD		
Total by all groups in current				0.00 USD		

1 of 1

Done

Start Snagit Business Unit Activities by Group Type Accounts Receivable Item Activities by Entry Date http://fmdevweb... 11:51 AM

VISION FINANCIALS

Item Activities by Entry Type/Reason (AR60003PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and reason for a specified point in time.

Type of Report

Crystal



Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60003P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check box next to “PIT Item Actv – EntryType/Rsn	It’s Process Name is AR60003P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60003P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity-PIT application. The left-hand menu is expanded to 'Business Unit Activity-PIT'. The main content area is titled 'Unit Activity - Point in Time' and contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a 'Run Control ID' field with the value 'Run_AR50003P_Item_Activities_H'. Below this field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser window title is 'Business Unit Activity-PIT - Microsoft Internet Explorer'.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity-PIT application. The left-hand menu is expanded to 'Business Unit Activity-PIT'. The main content area is titled 'Item Activity - Point in Time' and contains three tabs: 'Run Control ID', 'Report Manager', and 'Process Monitor'. The 'Run Control ID' tab is active, showing a 'Run Control ID' field with the value 'Run_AR50003P_Item_Activities_H'. Below this field is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields: 'Point in Time' (YTD), 'From Date' (07/01/2006), 'As of Date' (02/16/2007), 'To Date' (02/16/2007), 'Unit' (01115), and 'Summarize' (By Entry Type and Entry Reason). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser window title is 'Business Unit Activity-PIT - Microsoft Internet Explorer'.

Process Scheduler Request Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/FDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO...

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity-PIT
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchange
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR60003P_Item_Activities_B

Server Name: PSNTCR Run Date: 02/18/2007

Recurring: Run Time: 9:30:34AM

Time Zone:

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Type	AR60001P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - GroupType/Orig	AR60002P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PIT Item Act - Entry Type/Run	AR60003P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Activity Activity Type	AR60004P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - ActType/Origin	AR60005P	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/FDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO...

PeopleSoft.

Menu

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 - Receivables Reports
 - Business Unit Activity-PIT
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchange
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process List Server List

View Process Request For

User ID: JHARRIS Type: Last: 23 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494814		Crystal	AR60003P	JHARRIS	02/18/2007 9:30:34AM EST	Success	Posted	Details

Go back to Unit Activity - Point in Time

Save Notify

Process List Server List

Process Instance 2494814

Process Detail Page

Process Detail

Instance:	2494814	Type:	Crystal
Name:	AR60003P	Description:	PIT Item Act - Entry TypeRun
Run Status:	Success	Distribution Status:	Posted

Run Control: Run_AR60003P_Item_Activities_b

Location: Server

Server: PSNCR

Recurrence:

Update Process:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Data Table:

Request Created On:	02/16/2007 8:31:05AM EST	Parameters:	Transfer
Run Anytime After:	02/16/2007 8:30:34AM EST	Message Log	
Began Process At:	02/16/2007 8:31:32AM EST	Batch Timings	
Ended Process At:	02/16/2007 8:31:45AM EST	View Log/Trace	

View Log/Trace Page

View Log/Trace

Report ID:	7015	Process Instance:	2494814	Message Log
Name:	AR60003P	Process Type:	Crystal	
Run Status:	Success			

PIT Item Act - Entry TypeRun

Distribution Node: FDMWEBOR **Expiration Date:** 1/1/11/2009

File List

Name	File Size (bytes)	Dateline Created
AR60003P_2494814.PDF	50,166	02/16/2007 8:31:45:000000AM EST
Message Log	0	02/16/2007 8:31:45:000000AM EST
PeopleSoft Trace File	470	02/16/2007 8:31:45:000000AM EST

Distribution To:

Distribution ID Type	Distribution ID
User	JH49010

Example of Report Output

http://fmdevweb.finan.state.vt.us/pereports/FMDEV/7015/AR60003P_2494814.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/pereports/FMDEV/7015/AR60003P_2494814.PDF

Save a Copy | Search | 118% | Adobe Reader 7.0

PEOPLE Soft

Report ID: AR60003P

PeopleSoft Receivables

Business Unit Item Activities by Entry Type/Reason

YTD from 7/1/2006 to 2/16/2007

Page No. 1
Run Date: Feb/16/2007
Run Time: 8:31:32 AM

Business Unit: 01115

Entry Type	Entry Reason	Entry Amount	Accounting Date
Credit Mem	CRED	-15.00 USD	Nov/15/2006
Total for Entry Reason:	CRED	-15.00 USD	
Total for Entry Type:	Credit Mem	-15.00 USD	
Payment	No Entry Reason Code	-35.00 USD	Nov/07/2006
Total for Entry Reason:	No Entry Reason Code	-35.00 USD	
Total for Entry Type:	Payment	-35.00 USD	
Wire	WIRE	35.00 USD	Nov/07/2006
Wire	WIRE	15.00 USD	Nov/15/2006
Total for Entry Reason:	WIRE	50.00 USD	
Total for Entry Type:	Wire	50.00 USD	

1 of 1

Start | Snagit | Business Unit Activit... | Item Activities by En... | Microsoft Excel - Acc... | http://fmdevweb... | 8:38 AM

VISION FINANCIALS

Item Activities by Entry Type (AR60001PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and reason code for a specified point in time.

Type of Report

Crystal



Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60001P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	Action	Notes
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Process List	Check box next to “PIT Item Activity by Entry Typ”	It’s Process Name is AR60001P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60001P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting functions, with 'Receivables Reports' and 'Business Unit Activity - PIT' highlighted. The main content area is titled 'Unit Activity - Point in Time'. It contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID' with the value 'Run_AR60001P_Item_Activities_B'. Below the input field is an 'Add' button. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 11:23 AM on 6/15/2007.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting functions, with 'Receivables Reports' and 'Business Unit Activity - PIT' highlighted. The main content area is titled 'Item Activity - Point in Time'. It contains two tabs: 'Run Control ID' and 'Report Manager'. The 'Report Manager' tab is active, showing a 'Run' button. Below the 'Run' button is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields: 'Point in Time Type' (YTD), 'From Date' (07/01/2006), 'As of Date' (02/14/2007), 'To Date' (02/14/2007), 'Unit' (01115), 'F&M - Financial Management Sys', and 'Summarize' (By Entry Type). At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Cancel'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 11:27 AM on 6/15/2007.

Process Scheduler Request Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
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 - Aging
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 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and Invoicing
 - Excise and Sales Tax/VAT
 - RND
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - Data Exchanges
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Government Resource

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR60001P_Item_Activities_B

Server Name: PSNTCR Run Date: 6/21/4/2007

Recurring: Run Time: 11:27:28AM

Time Zone:

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PIT Item Activity by Entry Type	AR60001P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - GroupType/Orig	AR60002P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - Entry Type/Run	AR60003P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Activity Activity Type	AR60004P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - ActvType/Origin	AR60005P	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndweb.finnan.state.vt.us/bsp/FNDV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and Invoicing
 - Excise and Sales Tax/VAT
 - RND
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - Data Exchanges
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Government Resource

Process List

User ID: JHARRIS Type: Last: 23 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494006	Crystal	AR60001P	JHARRIS	6/21/4/2007 11:25:05AM EST	Success	Posted	Details

Go back to Unit Activity - Point in Time

Save Notify

Process List | Server List

Process Detail Page

Business Unit Activity-PIT - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
- Receivables Update
- Accounts Payable
- eSettlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and Invoicing
- Excise and Sales Tax/VAT
- RID
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource

Process Detail

Process

Instance: 2494806 Type: Crystal

Name: AR60001P Description: PIT Item Activity by Entry Type

Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR60001P_Item_Activities_B

Location: Server

Server: PSNCR

Recurrence:

Update Process

Hold Request

Clone Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 02/14/2007 11:25:13AM EST

Run Anytime After: 02/14/2007 11:25:00AM EST

Began Process At: 02/14/2007 11:25:43AM EST

Ended Process At: 02/14/2007 11:25:54AM EST

Actions

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

View Log/Trace Page

Business Unit Activity-PIT - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
 - Receivables Update
 - Accounts Payable
 - eSettlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and Invoicing
 - Excise and Sales Tax/VAT
 - RID
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - Data Exchanges
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Government Resource

View Log/Trace

Report ID: 7007 Process Instance: 2494806

Name: AR60001P Process Type: Crystal

Run Status: Success

PIT Item Activity by Entry Type

Distribution Node: FDMWEBCR Expiration Date: 1/1/2009

File List

Name	File Size (bytes)	Dateline Created
AR60001P_2494806.PDF	55,193	02/14/2007 11:25:54.000000AM EST
Message Log	0	02/14/2007 11:25:54.000000AM EST
PeopleSoft Trace File	470	02/14/2007 11:25:54.000000AM EST

Distribute To

Distribution ID Type

User

Return

Example of Report Output

The screenshot shows a Microsoft Internet Explorer window displaying a report from the PeopleSoft system. The browser's address bar shows the URL: http://fmdevweb.finan.state.vt.us/pseports/FMDEV/7007/AR60001P_2494006.PDF. The report header includes the PeopleSoft logo, Report ID: AR60001P, and the title 'Business Unit Item Activities by Entry Type' with a subtitle 'YTD from 7/1/2006 to 2/14/2007'. The report is for Business Unit 01115. The data is presented in a table with three columns: Entry Type, Entry Amount, and Accounting Date. The entries are: Credit Mem (-15.00 USD, Nov/16/2006), Payment (-35.00 USD, Nov/07/2006), Wire (35.00 USD, Nov/07/2006), and a Total Amount of 0.00 USD. The browser's status bar at the bottom shows the time as 11:28 AM.

PeopleSoft Receivables
Report ID: AR60001P
Page No. 1
Run Date: Feb/14/2007
Run Time: 11:25:43 AM

Business Unit Item Activities by Entry Type
YTD from 7/1/2006 to 2/14/2007

Business Unit: 01115

Entry Type	Entry Amount	Accounting Date
Credit Mem	-15.00 USD	Nov/16/2006
Payment	-35.00 USD	Nov/07/2006
Wire	35.00 USD	Nov/07/2006
	15.00 USD	Nov/16/2006
Total Amount	0.00 USD	

VISION FINANCIALS

Item Activities by Activity Type/Origin (AR60005PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by activity type, such as billing or cash applied and origin ID, for a specified point in time.

Type of Report

Crystal



Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60005P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check box next to “PIT Item Actv – ActvType/Origin	It’s Process Name is AR60005P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60005P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb1.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.ERCO_. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity - PIT' selected. The main content area is titled 'Unit Activity - Point in Time'. It contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID' containing the value 'Run_AR60001PIT_Item_Activities_B'. An 'Add' button is located below the text field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 9:32 AM on 6/15/2007.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb1.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.ERCO_. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity - PIT' selected. The main content area is titled 'Item Activity - Point in Time'. It contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID' containing the value 'Run_AR60001PIT_Item_Activities_B'. To the right of the text field are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the text field, there is a 'Language' dropdown menu set to 'English'. Below the 'Language' dropdown, there is a section titled 'Report Request Parameters' with a table of parameters. The table has two columns: 'Parameter' and 'Value'. The parameters are: 'Point in Time' (YTD), 'From Date' (01/01/2006), 'As of Date' (02/16/2007), 'To Date' (02/16/2007), 'Unit' (01115, F&M - Financial Management Sys), and 'Summarize' (By Entry Type). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 9:36 AM on 6/15/2007.

Process Scheduler Request Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/FHDEVEMPLOYEE/HR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO... Go Links

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity-PIT
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchange
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR6000SP_Item_Activities_B

Server Name: PSNTCR Run Date: 02/18/2007

Recurring: Run Time: 9:35 38AM

Time Zone: [Select]

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Type	AR60001P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - GroupType/Orig	AR60002P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - Entry Type/Run	AR60003P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Activity Activity Type	AR60004P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PIT Item Act - ActType/Origin	AR60005P	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity-PIT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/FHDEVEMPLOYEE/HR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO... Go Links

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity-PIT
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchange
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process List Server List

View Process Request For

User ID: JHARRIS Type: Last: 5 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494817		Crystal	AR60005P	JHARRIS	02/18/2007 9:30 38AM EST	Success	Posted	Details

Go back to Unit Activity - Point in Time

Save Notify

Process List Server List

Process Detail Page

Process Detail

Process

Instance: 2494817 Type: Crystal

Name: AR6000SP Description: PIT Item Actv - ActTyp/Origin

Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR6000SP_Item_Activities_B

Location: Server

Server: PSNTCR

Recurrence:

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Restart Request

Data/Time

Request Created On: 02/16/2007 9:37:40 AM EST

Run Anytime After: 02/16/2007 9:38:30 AM EST

Began Process At: 02/16/2007 9:38:13 AM EST

Ended Process At: 02/16/2007 9:38:26 AM EST

Actions

[Parameters](#) [Transfer](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK Cancel

View Log/Trace Page

View Log/Trace

Report ID: 7017 Process Instance: 2494817 [Message Log](#)

Name: AR6000SP Process Type: Crystal

Run Status: Success

PIT Item Actv - ActTyp/Origin

[View Log/Trace](#)

Distribution Node **Expiration Date** 1/1/1/2009

File List

Name	File Size (bytes)	Dateline Created
AR6000SP_2494817.PDF	52,978	02/16/2007 9:38:26:000000 AM EST
Message Log	0	02/16/2007 9:38:26:000000 AM EST
PeopleSoft Trace File	470	02/16/2007 9:38:26:000000 AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JH49010

[Return](#)

Example of Report Output

http://fmdevweb.finan.state.vt.us/preports/FMDEV/7017/AR6000SP_2494817.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/preports/FMDEV/7017/AR6000SP_2494817.PDF

Save a Copy

118%

Adobe Reader 7.0

PeopleSoft Receivables
Report ID: AR6000P
Business Unit Item Activities by ActivityType/Origin
YTD from 7/1/2006 to 2/16/2007

Page No. 1
Run Date: Feb/16/2007
Run Time: 9:38:13 AM

Business Unit: 01115

System Transaction Type	Origin ID	Group Type	Bank	Bank Account	Entry Amount	Accounting Date
Billing	ON_AR	B	No Bank Code		35.00USD	Nov/07/2006
					0.00USD	Nov/16/2006
Total by System Transaction Type:					Billing	35.00USD
Cash Applied	PS_AR	P	HOWRD	0002	-35.00USD	Nov/07/2006
Total by System Transaction Type:					Cash Applied	-35.00USD
Total of all System Transaction Types by Currency:					USD	0.00USD

1 of 1

Start

Shaght

Business Unit Achil...

Item Activities by A...

Microsoft Excel - Ac...

http://fmdevweb...

9:39 AM

VISION FINANCIALS

Item Activities by Activity Type (AR60004PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by activity type, such as billing or cash applied, for a specified point in time.

Type of Report

Crystal

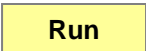

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60004P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTPCR”	This is the server for Crystal Reports
Process List	Check box next to “PIT Item Actv by Activity Type”	It’s Process Name is AR60004P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60004P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area is titled 'Unit Activity - Point in Time'. It contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there is a text field for 'Run Control ID' with the value 'Run_AR60004P_Item_Activities_B'. Below this field is an 'Add' button. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 9:18 AM on 6/15/2007.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity - PIT application. The browser window is titled 'Business Unit Activity - PIT - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area is titled 'Item Activity - Point in Time'. It contains three tabs: 'Run Control ID', 'Report Manager', and 'Run'. The 'Run Control ID' tab is active. Below the tabs, there is a text field for 'Run Control ID' with the value 'Run_AR60004P_Item_Activities_B'. To the right of this field are links for 'Report Manager', 'Process Monitor', and 'Run'. Below the 'Run Control ID' field is a 'Language' dropdown menu set to 'English'. Below the 'Language' dropdown is a section titled 'Report Request Parameters'. This section contains several input fields: 'Point in Time' (YTD), 'From Date' (07/01/2006), 'As of Date' (02/16/2007), 'To Date' (02/16/2007), 'Unit' (01115, F&M - Financial Management Sys), and 'Summarize' (By Entry Type). At the bottom of the main content area, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 9:18 AM on 6/15/2007.

Process Scheduler Request Page

Business Unit Activity-PIT - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- WAT and Invoicing
- Excise and Sales Tax/WAT
- RND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR60004P_Item_Activities_B

Server Name: PSNTCR Run Date: 02/18/2007
 Recurrence: Run Time: 9:18 55AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Type	AR60001P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - GroupType/Orig	AR60002P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - Entry Type/Run	AR60003P	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	PIT Item Activity by Activity Type	AR60004P	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Act - ActType/Origin	AR60005P	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity-PIT - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRF/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001PIT.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity-PIT
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- WAT and Invoicing
- Excise and Sales Tax/WAT
- RND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource

Process List

Process List

User ID: JHARRIS Type: Last: 23 Minutes [Save](#)

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494816		Crystal	AR60004P	JHARRIS	02/18/2007 9:18 55AM EST	Success	Posted	Details

[Go back to Unit Activity - Point in Time](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Detail Page

Process Detail

Process Information

Instance:	2494816	Type:	Crystal
Name:	AR60004P	Description:	PIT Item Act by Activity Type
Run Status:	Success	Distribution Status:	Posted

Run Control

Run Control ID:	Run_AR60004P_Item_Activities_B	Location:	Server
Server:	PSNCR	Recurrence:	

Update Process

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Date/Time

Request Created On:	02/16/2007 9:19:24AM EST
Run Anytime After:	02/16/2007 9:18:59AM EST
Began Process At:	02/16/2007 9:19:56AM EST
Ended Process At:	02/16/2007 9:20:07AM EST

Actions

- [Parameters](#)
- [Transfer](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

OK Cancel

View Log/Trace Page

View Log/Trace

Report

Report ID:	7018	Process Instance:	2494816
Name:	AR60004P	Process Type:	Crystal
Run Status:	Success		

PIT Item Act by Activity Type

Distribution Details

Distribution Node:	FDN/EBOR	Expiration Date:	11/11/2008
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File List

Name	File Size (bytes)	Outtime Created
AR60004P_2494816.PDF	49,446	02/16/2007 9:20:07.000000AM EST
Message Log	0	02/16/2007 9:20:07.000000AM EST
PeopleSoft Trace File	470	02/16/2007 9:20:07.000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output

The screenshot shows a web browser window with the address bar displaying a URL from 'fmsdevweb.finan.state.vt.us'. The browser's toolbar includes standard navigation buttons and a search field. The report content is displayed within a frame, featuring the PeopleSoft logo and a header section with the following details:

- Report ID:** AR60004P
- Business Unit Item Activities by ActivityType**
- YTD from:** 7/1/2006 to 2/16/2007
- Page No.:** 1
- Run Date:** Feb/16/2007
- Run Time:** 9:19:58 AM

Below the header, the 'Business Unit: 01115' is specified. The main data is presented in a table with three columns: 'System Transaction Type', 'Entry Amount', and 'Accounting Date'.

System Transaction Type	Entry Amount	Accounting Date
Billing	35.00 USD	Nov07/2006
Billing	0.00 USD	Nov16/2006
Total by System Transaction Type: Billing	35.00 USD	
Cash Applied	-35.00 USD	Nov07/2006
Total by System Transaction Type: Cash	-35.00 USD	
Total of all System Transaction Types by Currency: USD	0.00 USD	

The browser's status bar at the bottom shows the taskbar with various open applications, including 'Shaght', 'Business Unit Act...', 'Item Activities by A...', 'Microsoft Excel - Ac...', and the current web page. The system clock indicates the time is 9:25 AM.

VISION FINANCIALS

Item Detail (AR11003)

Report Information

Purpose of the Report

This report shows item detail by line item, accounting date, entry type, description, terms, due date and amount.

Type of Report

SQR



Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Item Detail

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11003_Item_Detail)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Enter Business Unit to report on	Click on magnifying glass to lookup Business Unit
Customer	Enter Customer ID to report on	Click on magnifying glass to lookup Customer ID
Item ID	Enter Item ID to report on	Click on magnifying glass to lookup Item ID
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11002 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft application. The browser window is titled 'Item Detail - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11003.GBL. The PeopleSoft logo is visible at the top left. A menu on the left side lists various options under 'Accounts Receivable' and 'Reports'. The main content area is titled 'Item Detail' and contains a tabbed interface with 'End an Existing Value' and 'Add a New Value' tabs. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID' with the value 'Run_AR11003_Item_Detail'. Below this field is an 'Add' button. At the bottom of the page, there are links for 'End an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 0:08 PM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft application. The browser window is titled 'Item Detail - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11003.GBL. The PeopleSoft logo is visible at the top left. A menu on the left side lists various options under 'Accounts Receivable' and 'Reports'. The main content area is titled 'Item Detail Parameters' and contains a tabbed interface with 'Report Manager', 'Process Monitor', and 'Run' tabs. The 'Run' tab is active, showing a form for 'Report Request Parameters'. The form includes fields for 'Unit' (01115, F&M - Financial Management Sys), 'Customer' (ST012, Legislative Council), and 'Item ID' (MATCHDEL111000). Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Cancel'. The taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 3:14 PM.

Process Scheduler Request Page

Item Detail - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRFQ/ENTER_RECEIVABLES_RUN_AR11003.GBL

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Accounting Entries - Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item by Entry Of
 - Item Detail-Point in Time
 - Pending Item-Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR11003_Item_Detail

Server Name: PSNT03 Run Date: 02/09/2007
 Recurrence: Run Time: 7:14:57PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Item Detail	AR11003-	Cystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Instance: 2494638

Start Snagit Item Detail - AR11003.d... Item Detail - Microsoft... Microsoft Excel - Account...

Internet 3:14 PM

Process Monitor Page

Item Detail - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/FNDDEV/EMPLOYEE/HRFQ/ENTER_RECEIVABLES_RUN_AR11003.GBL

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Accounting Entries - Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORR Pending Item by Entry Of
 - Item Detail-Point in Time
 - Pending Item-Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking

Process List [Server List](#)

View Process Request Log

User ID: JHARRIS Type: Last: 30 Minutes [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494638		Cystal	AR11003- JHARRIS		02/09/2007 3:11:32PM EST	Success	Posted	Details

[Go back to Item Detail](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Instance: 2494638

Start Snagit Item Detail - AR11003.d... Item Detail - Microsoft... Microsoft Excel - Account...

Internet 3:15 PM

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for process AR11003. The browser window title is "Item Detail - Microsoft Internet Explorer". The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ENTER_RECEIVABLES_RUN_AR11003.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounts receivable functions. The main content area is titled "Process Detail" and contains the following information:

Process	
Instance:	2494638
Type:	Crystal
Name:	AR11003-
Description:	Item Detail
Run Status:	Success
Distribution Status:	Posted

Below the process information, there are sections for "Run", "Update Process", "Data Time", and "Actions".

Run	
Run Control ID:	Run_AR11003_Item_Detail
Location:	Server
Server:	PSNTCR
Recurrence:	

Update Process	
<input type="radio"/>	Hold Request
<input type="radio"/>	Queue Request
<input type="radio"/>	Cancel Request
<input type="radio"/>	Delete Request
<input type="radio"/>	Restart Request

Data Time	
Request Created On:	02/09/2007 3:11:37PM EST
Run Anytime After:	02/09/2007 3:11:32PM EST
Began Process At:	02/09/2007 3:12:11PM EST
Ended Process At:	02/09/2007 3:12:18PM EST

At the bottom of the process detail section, there are buttons for "OK" and "Cancel".

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for process AR11003. The browser window title is "Item Detail - Microsoft Internet Explorer". The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ENTER_RECEIVABLES_RUN_AR11003.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounts receivable functions. The main content area is titled "View Log/Trace" and contains the following information:

View Log/Trace	
Report ID:	6058
Process Instance:	2494638
Name:	AR11003-
Process Type:	Crystal
Run Status:	Success

Below the view log/trace information, there is a section for "Item Detail" and "Distribution Details".

Item Detail	
Distribution Node:	FDMWEBCR
Expiration Date:	1/04/2009

File List		
Name	File Size (bytes)	Datetime Created
AR11003_2494638.PDF	30,324	02/09/2007 3:12:18 000000PM EST
Message Log	0	02/09/2007 3:12:18 000000PM EST
PeopleSoft Trace File	472	02/09/2007 3:12:18 000000PM EST

Below the file list, there is a section for "Distribute To" and "Distribution ID Type".

Distribute To	
Distribution ID Type	User
Distribution ID	JHAF010

At the bottom of the view log/trace section, there is a "Return" button.

Example of Report Output

The screenshot shows a Microsoft Internet Explorer window displaying a report from the PeopleSoft system. The browser's address bar shows the URL: http://fmdevweb.finan.state.vt.us/pereports/FMDEV/6858/AR11003_2494630.PDF. The report header includes the PeopleSoft logo, Report ID: AR11003, and the title 'PeopleSoft Receivables Item Detail'. It also displays Page No. 1, Run Date 2/9/2007, and Run Time 3:12:11 PM. Below the header, an 'Attention:' section shows Item ID: MATCHDEL111608. The main body of the report is a table with the following data:

Line Item	Accounting Date	Entry Type	Description	Terms	Due Date	Amount
1	11/16/2006	WRL	Wire	DUR	11/16/2006	15.00

The browser's taskbar at the bottom shows the Start button and several open applications: Snagit, Item Detail - AR110..., Item Detail - Micros..., Microsoft Excel - Ac..., and the current browser window. The system clock indicates 3:15 PM.

VISION FINANCIALS

Item Entry Type (AR01004)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR



Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Item Entry Type

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01004_Item_Entry_Type)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Effective Date	Enter specific date	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01004 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Item Entry Type - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01004'. The page has a 'Menu' on the left with various options like 'Set Up Financial/Supply Chain', 'Install', 'Security', etc. The main content area is titled 'Item Entry Type' and contains a tabbed interface with 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID' with the value 'Run_AR01004_Item_Entry_type'. Below the input field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several open applications (SnagIt, Microsoft Excel, Item Entry Type), and the system clock showing 9:56 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Item Entry Type - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01004'. The page has a 'Menu' on the left, similar to the previous screenshot. The main content area is titled 'Parameters' and contains a tabbed interface with 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' tab is active, showing a 'Report Request Parameters' section. This section includes a 'SetID' field with a dropdown menu showing 'STATE' and a 'Default State SetID' label. Below this is an 'Effective Date' field with a date picker showing '02/09/2007'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The taskbar at the bottom shows the Start button, several open applications (SnagIt, Microsoft Excel, Item Entry Type), and the system clock showing 9:58 AM.

Process Scheduler Request Page

PeopleSoft.

Menu

Parameters

Run Control ID: Run_AR01004_Item_Entry_type

Language: English

Request Request Parameters

SetID: STATE

Effective Date: 02/09/2007

Save Notify Add Update/Display

Process Monitor Page

PeopleSoft.

Menu

Process List

Process List

User ID: JHARRIS

Type:

Last: 3 Minutes

Server:

Name:

Instance:

Run Status:

Distribution Status:

Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494620		SQR Report	AR01004 JHARRIS	JHARRIS	02/09/2007 9:58:47AM EST	Success	Posted	Details

Go back to Item Entry Type

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for the 'Item Entry Type' process. The page is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERR/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01004.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE.

Process Detail

Instance: 2494620	Type: SQR Report
Name: AR01004	Description: Item Entry Type
Run Status: Success	Distribution Status: Posted

Run

Run Control ID: Run_AR01004_Item_Entry_Type

Location: Server

Server: PSUN01

Recurrence:

Update Process

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Date/Time

Request Created On: 02/09/2007 9:58:03AM EST	Parameters	Transfer
Run Anytime After: 02/09/2007 9:58:47AM EST	Message Log	
Began Process At: 02/09/2007 9:58:09AM EST	Batch Timings	
Ended Process At: 02/09/2007 9:58:11AM EST	View Log/Trace	

Actions

OK Cancel

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for the 'Item Entry Type' process. The page is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERR/DEFINE_RECEIVABLE_PROCESSING_RUN_AR01004.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_SE.

View Log/Trace

Report ID: 6940	Process Instance: 2494620	Message Log
Name: AR01004	Process Type: SQR Report	
Run Status: Success		

Item Entry Type

Distribution Details

Distribution Node: FMPRDWEB01	Expiration Date: 1/1/2009
--------------------------------------	----------------------------------

File List

Name	File Size (bytes)	Dateline Created
Message Log	1,608	02/09/2007 9:59:11.000000AM EST
ar01004_2494620.PDF	2,275	02/09/2007 9:59:11.000000AM EST
Trace File	0	02/09/2007 9:59:11.000000AM EST

Distribute To

Distribution ID	Type	Distribution ID
User		JHARRIS

[Return](#)

Example of Report Output

Report ID: AR01004
SETID: STATE
EFFDT: 09-FEB-2007

SETID: STATE

PeopleSoft Receivables
ITEM ENTRY TYPE

Entry Type	Eff Date	System Function	Req Reason?	Dist GL?	Reason	Be
CR Credit mem	05/16/200	IT-02 Create a Credit Memo	YES	YES	CRED	YES
GR Grants	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	FEDGR	YES
RF Refund	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	MUNI	YES
					OTHER	YES
					SCHL	YES
WR Wire	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	WIRE	YES

18.70 x 10.67 in 1 of 1

Done

Start Snagit Microsoft Excel - Acc... Item Entry Type - AR... Item Entry Type - AR... http://fmdevweb... 10:00 AM

VISION FINANCIALS

Open Item Statement (AR32000)

Report Information

Purpose of the Report

This report lists all open items for the customer, the total amount open and an aging of open items.

Type of Report

Crystal

Navigation (Path) to the Report Creation

Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

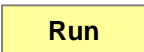

Navigation (Path) to the Report

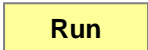


Accounts Receivable > Customer Interactions > Statements > Print Statements

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR32000_Open_Item_Statemen)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report Creation Steps (use navigation for report creation above):		
As of Date	Enter desired As of Date	Click calendar to select As of Date
Unit	Enter desired Unit	Click magnifying glass to lookup Unit
SetID	Enter desired SetID	Click magnifying glass to lookup SetID
Customer	Enter desired Customer	Click magnifying glass to lookup Customer
Correspondence Customer	Enter desired Correspondence Customer	Click magnifying glass to lookup Correspondence Customer
Statement Group	Select desired Statement Group	Choose Statement Group from drop down list
Open Item	Check this box	
Open Item Include Drafts	Check this box if desired	
Balance Forward	Uncheck this box	This will gray out the Balance Forward Due Date and Balance Forward Re-run
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”
Report Steps (use navigation for report from above):		

Report Steps		see screenshot below
	Click the “Run” button	Warning page loads warning to process report immediately so as to not lose any data
	Click the “Ok” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Customer Statement Print”	It’s Process Name is AR32000-
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar32000 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page (Report Creation)

This screenshot shows the 'Run Control ID' page in the PeopleSoft 'Create Customer Statements' application. The left-hand menu is expanded to 'Statements', and the 'Run Control ID' sub-menu item is selected. The main content area displays the 'Run Control ID' field with the value 'Run_AR22000_Open_Item_Statement'. Below this field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's address bar shows the URL: 'http://fndwebv1.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR22000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPIC_ACCOUNTS_R...'. The taskbar at the bottom shows several open applications, including 'Create Customer...', 'Upgrade - Custom...', 'AR-24-Run & Print...', and 'Open Item Stateme...'. The system clock indicates it is 1:52 PM.

Report Request Parameters Page (Report Creation)

This screenshot shows the 'Report Request Parameters' page in the PeopleSoft 'Create Customer Statements' application. The left-hand menu is expanded to 'Statements', and the 'Report Request Parameters' sub-menu item is selected. The main content area displays the 'Report Request Parameters' section. The 'Run Control ID' field contains the value 'Run_AR22000_Open_Item_Statement'. Below this is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section includes fields for 'As of Date' (02/16/2007), 'Unit' (01163), 'Settle' (BOS), 'Customer' (HRT), 'Correspondence Customer' (%), 'Statement Group' (All Statement Groups), and 'Balance Forward Date' (02/16/2007). There are also checkboxes for 'Open Item', 'Open Item Include Drafts', 'Balance Forward', and 'Balance Forward Re-run'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's address bar shows the URL: 'http://fndwebv1.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR22000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPIC_ACCOUNTS_R...'. The taskbar at the bottom shows several open applications, including 'Create Customer...', 'Upgrade - Custom...', 'AR-24-Run & Print...', and 'Open Item Stateme...'. The system clock indicates it is 2:05 PM.

Process Scheduler Request Page (Report Creation)

PeopleSoft®

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Actions
 - Conversations
 - Statements
 - Create Customer Statements
 - Print Statements
 - Review Statements
 - Review Last Statement
 - Create Federal Statements
 - Statement Print Doc
 - Dunning Letters
 - Overdue Charges
 - Customer Follow-Up Letter
- Receivables Maintenance
- Receivables Analysis
- Receivables Updates
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- RID
- Commitment Control

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR3200B_Open_Item_Statement

Server Name: PSLNK Run Date: 02/16/2007
 Recurrence: Run Time: 2:05:25PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSAR Statements	AR_STMTS	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	PSAR Statements	STATEMENT	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Process Monitor Page (Report Creation)

PeopleSoft®

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Actions
 - Conversations
 - Statements
 - Create Customer Statements
 - Print Statements
 - Review Statements
 - Review Last Statement
 - Create Federal Statements
 - Statement Print Doc
 - Dunning Letters
 - Overdue Charges
 - Customer Follow-Up Letter
- Receivables Maintenance
- Receivables Analysis
- Receivables Updates
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT
- RID
- Commitment Control

Process List [Server List](#)

[New Process Request For](#)

User ID: JHARRIS Type: Last: 15 Minutes [Save](#)
 Server: Name: Instance: to
 Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494832	Application Engine	AR_STMTS	JHARRIS	02/16/2007 2:05:25PM EST	Success	Posted	Details

[Go back to Statements](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

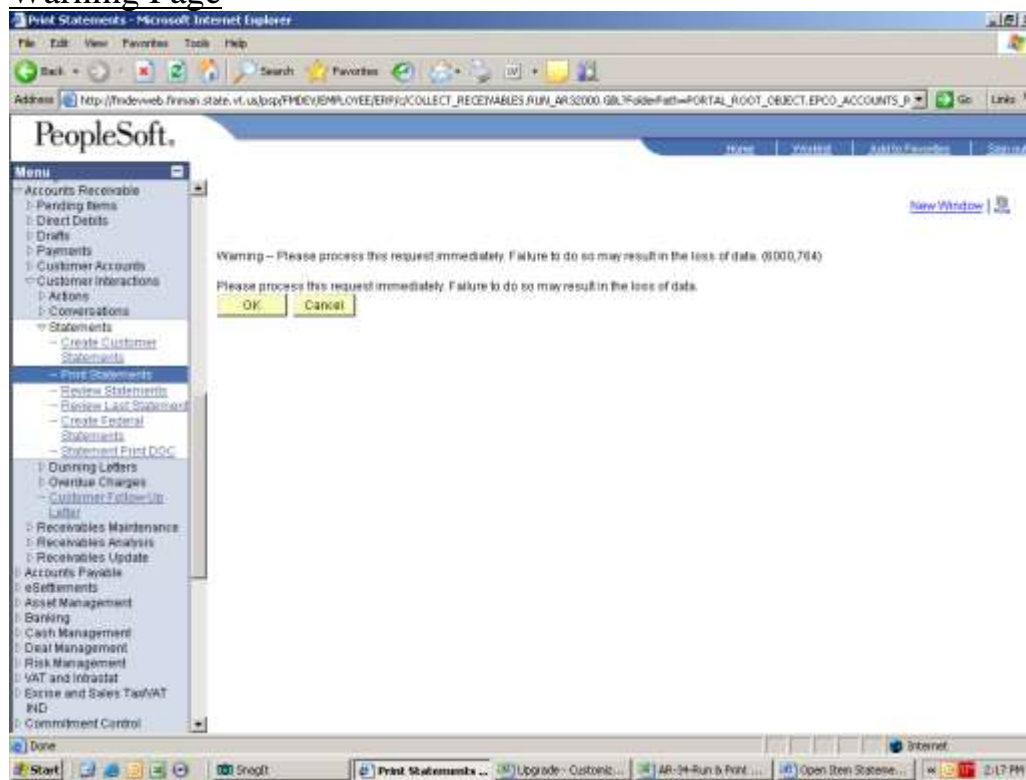
Run Control Page (Report)

The screenshot shows the PeopleSoft Run Control page for the 'Statement Print' report. The browser window is titled 'Print Statements - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR32000.GBL?&def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The PeopleSoft logo is at the top left. A menu on the left lists various system functions. The main content area is titled 'Statement Print' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this text are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text field labeled 'Run Control ID: (begins with)' contains the value '0_Open_Item_Statement'. There is a checkbox for 'Case Sensitive'. Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '2:14 PM'.

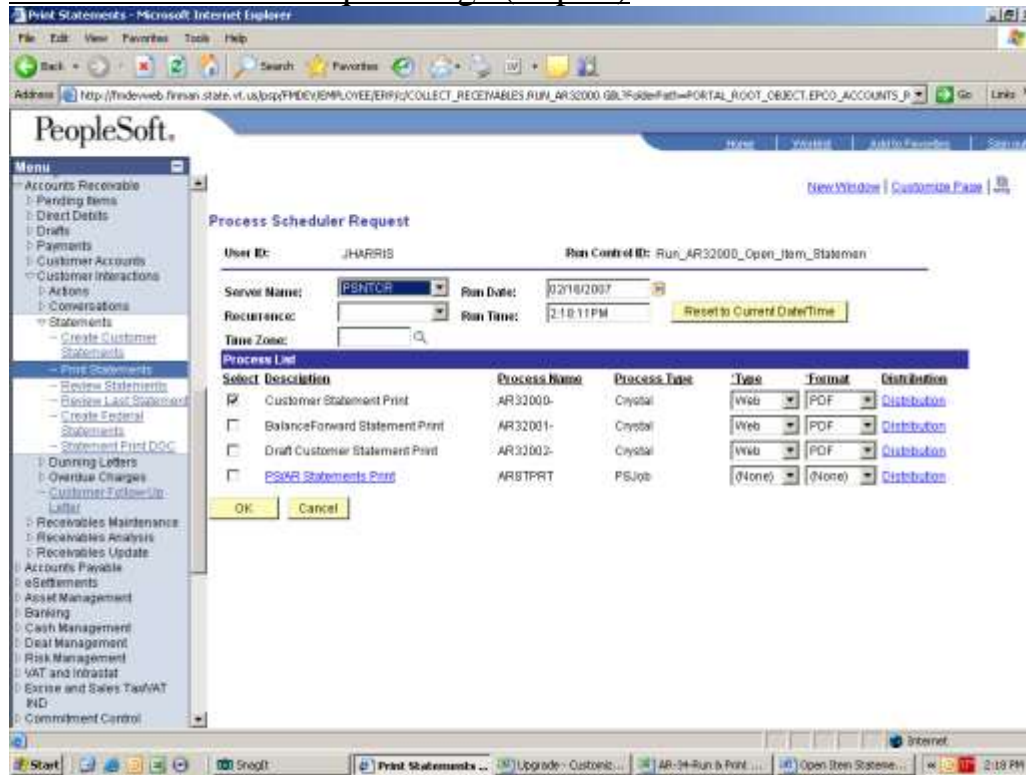
Report Request Parameters Page (Report)

The screenshot shows the PeopleSoft Report Request Parameters page for the 'Statement Print' report. The browser window is titled 'Print Statements - Microsoft Internet Explorer'. The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES.RUN_AR32000.GBL?&def=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The PeopleSoft logo is at the top left. A menu on the left lists various system functions. The main content area is titled 'Statement Print Parameters'. It contains the following text: 'Run Control ID: Run_AR32000_Open_Item_Statement', 'Language: English', and a 'Run' button. Below this text is a section titled 'Report Request Parameters' which contains a text field labeled 'Statement Number' with the value '1850'. At the bottom of the main content area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Change'. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '2:16 PM'.

Warning Page



Process Scheduler Request Page (Report)



Process Monitor Page (Report)

The screenshot shows the PeopleSoft Process Monitor page in a Microsoft Internet Explorer browser. The page title is "Print Statements - Microsoft Internet Explorer". The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES_RUN_AR32000_08L?odePath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The PeopleSoft logo is visible at the top left. A menu on the left side lists various accounting functions. The main content area is titled "Process List" and "Server List". It contains a search form with fields for "User ID" (JHARRIS), "Type" (Crystal), "Last" (6 Minutes), "Server" (PSNTCR), "Name" (AR32000-), "Instance" (2494833), and "Distribution Status" (Posted). Below the search form is a table of processes:

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494833		Crystal	AR32000-	JHARRIS	02/16/2007 2:18:11PM EST	Success	Posted	Details

Below the table are buttons for "Go back to Statement Print", "Save", and "Notify". At the bottom, there are links for "Process List" and "Server List".

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page in a Microsoft Internet Explorer browser. The page title is "Print Statements - Microsoft Internet Explorer". The address bar shows the URL: http://fndweb.finnan.state.vt.us/bsp/FNDVEMPLOYEE/ERP/COLLECT_RECEIVABLES_RUN_AR32000_08L?odePath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P. The PeopleSoft logo is visible at the top left. A menu on the left side lists various accounting functions. The main content area is titled "Process Detail". It contains a search form with fields for "Instance" (2494833), "Type" (Crystal), "Name" (AR32000-), "Description" (Customer Statement Print), "Run Status" (Success), and "Distribution Status" (Posted). Below the search form is a table of process details:

Process	
Instance:	2494833
Type:	Crystal
Name:	AR32000-
Description:	Customer Statement Print
Run Status:	Success
Distribution Status:	Posted

Below the table are buttons for "Run", "Update Process", "Hold Request", "Queue Request", "Cancel Request", "Delete Request", and "Restart Request". At the bottom, there are buttons for "OK" and "Cancel".

View Log/Trace Page

PeopleSoft.

View Log/Trace

Report ID: 7033 Process Instance: 2494833 [Message Log](#)

Name: AR32000- Process Type: Crystal

Run Status: Success

Customer Statement Print

Distribution Details

Distribution Node: FDMWEBCR Expiration Date: 1/11/2009

File List

Name	File Size (bytes)	Date/Time Created
AR32000_2494833.PDF	48,026	02/16/2007 2:20:00.000000PM EST
Message Log	0	02/16/2007 2:20:00.000000PM EST
PeopleSoft Trace File	325	02/16/2007 2:20:00.000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Example of Report Output

BGS Print Shop (43658)

Statement Number: 1850
Statement Date: 2/16/2007
Customer Number: NR7
Send payment to: BGS Print Shop (43658)
General Services Center
6 Bardeen St
Montpelier, VT 05633

NR OFFICE OF MANAGEMENT SVCS
103 SOUTH MAIN STREET
CENTER BUILDING, 1ST FLOOR
WATERBURY, VT 05671-0301

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Nov/03/2006	TEST 10	10	Invoice	11.80			
Nov/03/2006	TEST 10	10	Payment	-5.00		PARTIAL DEP	
Nov/03/2006	TEST 2	2	Invoice	11.80			
Nov/03/2006	TEST 3	3	Invoice	11.80			
Nov/03/2006	TEST 4	4	Invoice	11.80			
Nov/03/2006	TEST 5	5	Invoice	11.80			

VISION FINANCIALS

Payment Detail (AR20002)

Report Information

Purpose of the Report

This report lists detailed information for all payments within a deposit.

Type of Report

SQR

Navigation (Path) to the Report


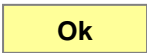
Accounts Receivable > Payments > Reports > Payment Detail

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20002_Payment_Detail)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all

Report Steps			see screenshot below
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.	
Server Name	Select “PSUNX”	This is the server for SQR Reports	
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.	
Format	Choose desired value	PDF is recommended.	
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.	
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”. 	
Details	Click the Details link	Opens the Process Detail page.	
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.	
Ar20002 #####.PDF	Click this link for the PDF file	This opens the report.	

Run Control ID Page

The screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/...'. The PeopleSoft logo is at the top left. A menu on the left lists various options under 'Accounts Receivable', 'Payments', 'Reports', and 'Customer Accounts'. The 'Payment Detail' section is active, showing a 'Run Control ID' field with the value 'Run_AR20002_Payment_Detail'. Below this field are 'Add' and 'Find an Existing Value' buttons. The 'Find an Existing Value' button is highlighted. The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/...'. The PeopleSoft logo is at the top left. A menu on the left lists various options under 'Accounts Receivable', 'Payments', 'Reports', and 'Customer Accounts'. The 'Payment Detail' section is active, showing a 'Run Control ID' field with the value 'Run_AR20002_Payment_Detail'. Below this field are 'Report Manager', 'Process Monitor', and 'Run' buttons. The 'Report Manager' button is highlighted. The 'Report Request Parameters' section contains fields for 'From Date' (05/01/2005), 'To Date' (05/31/2005), 'Deposit Unit' (01110), 'Amount Type' (Base Curr), 'User ID', 'Deposit ID' (UC000056), and 'Posting Status' (All). Below these fields are 'Save', 'New', 'Add', and 'Update/Display' buttons. The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

Process Scheduler Request Page

Payment Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/PHDEVEMPLOYEE/HRP/HRP/HRP/PAYMENTS/RUN_AR20002.GBL?&id=HRP-PAYMENTS-RUN_AR20002.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Actual Entries Paid in Time
 - Deposit Control Paid in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail Paid in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary Paid in Time
 - Unmatched MICR Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20002_Payment_Detail

Server Name: PSLN02 Run Date: 02/12/2007

Recurrence: Run Time: 10:27:38AM

Time Zone: [Reset to Current Date/Time]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Payment Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fdevweb.finnan.state.vt.us/bsp/PHDEVEMPLOYEE/HRP/HRP/HRP/PAYMENTS/RUN_AR20002.GBL?&id=HRP-PAYMENTS-RUN_AR20002.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Actual Entries Paid in Time
 - Deposit Control Paid in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail Paid in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary Paid in Time
 - Unmatched MICR Identifiers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process List

User ID: JHARRIS Type: [Minutes] Last: 5

Server: [Name] Instance: [Save On Refresh]

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494019		BQR Report	AR20002	JHARRIS	02/12/2007 10:27:38AM EST	Success	Posted	Details

Go back to Payment Detail

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The page title is 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.fresno.state.vt.us/pspx/fndweb/EMPLOYEE/ERP/...'. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting and payment options. The main content area displays details for a process instance with ID 2494659, named 'AR20002', which is a 'BQR Report' of type 'Payment Detail'. The run status is 'Success' and the distribution status is 'Posted'. Below this, there are sections for 'Run' and 'Update Process' with various controls like 'Hold Request', 'Cancel Request', etc. A 'Date/Time' section shows the request was created on 02/12/2007 at 10:27:40 AM EST. At the bottom, there are 'OK' and 'Cancel' buttons.

Process Detail

Instance: 2494659 **Type:** BQR Report
Name: AR20002 **Description:** Payment Detail
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: Run_AR20002_Payment_Detail
Location: Server
Server: PSUN01
Recurrence:

Actions:
☐ Hold Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 02/12/2007 10:27:40 AM EST [Parameters](#) [Transfer](#)
Run Anytime After: 02/12/2007 10:27:30 AM EST [Message Log](#)
Began Process At: 02/12/2007 10:27:56 AM EST [Batch Timings](#)
Ended Process At: 02/12/2007 10:28:03 AM EST [View Log/Trace](#)

OK **Cancel**

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The page title is 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.fresno.state.vt.us/pspx/fndweb/EMPLOYEE/ERP/...'. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting and payment options. The main content area displays details for a process instance with ID 2494659, named 'AR20002', which is a 'BQR Report'. The run status is 'Success'. Below this, there are sections for 'Payment Detail' and 'Distribution Status'. A 'File List' table shows three files: 'Message Log' (1,606 bytes), 'ar20002_2494659.PDF' (2,343 bytes), and 'Trace.Flv' (25 bytes). At the bottom, there is a 'Return' button.

View Log/Trace

Report ID: 6978 **Process Instance:** 2494659 [Message Log](#)
Name: AR20002 **Process Type:** BQR Report
Run Status: Success

Payment Detail **Distribution Status**

Distribution Node: FMPCW081 **Expiration Date:** 11/30/2008

File List

Name	File Size (bytes)	DateTime Created
Message Log	1,606	02/12/2007 10:28:03:000000 AM EST
ar20002_2494659.PDF	2,343	02/12/2007 10:28:03:000000 AM EST
Trace.Flv	25	02/12/2007 10:28:03:000000 AM EST

Distribution To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output

http://fmdevweb.finnan.state.vt.us/pseports/FMDEV/6676/ar20002_2494659.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finnan.state.vt.us/pseports/FMDEV/6676/ar20002_2494659.PDF

Page No. 1
Run Date 02/12/2007
Run Time 10:27:58

Request ID: AR20002
Deposit ID: 01110
Report Currency: Base Amount
Deposit ID: 000000000
CRSIS: ALL TAXES
From Station: ALL TAXES

PeopleSoft Receivables
PAYMENT DETAIL
For 01-MAY-2006 through 31-MAY-2006

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Paid	Pending Item Amount
Entry Date: 06/04/2006									
Deposit: 01110 000000000 Operator: YUTHERI									
1	05/04/2006	DCP000000	4,893.00 USD C		01110 ST094	DCP	DCP000000	Payment	-4,893.00 USD
2	06/04/2006	DA1000000	4,893.19 USD C		01110 ST094	DA1L	DA1L000000	Payment	-4,893.19 USD
3	06/04/2006	DC0000000	2,118.35 USD C		01110 ST063	DC	DC0000000	Payment	-2,118.35 USD
4	06/04/2006	CC0000000	28,492.04 USD C		01110 ST066	CCD	CCD000000	Payment	-28,492.04 USD
5	06/04/2006	CC0000000	1,319.89 USD C		01110 ST066	CCD	CCD000000	Payment	-1,319.89 USD
TOTALS FOR 000000000									-41,322.58 USD
TOTALS FOR 01110									-41,322.58 USD
TOTALS FOR 01/04/2006									-41,322.58 USD
GRAND TOTALS									-41,322.58 USD

1 of 1

Done

Start Snagit Payment Detail - M... Payment Detail - A... Microsoft Excel - Ac... http://fmdevwe... 10:28 AM

VISION FINANCIALS

Payment Detail (AR20002P)

Report Information

Purpose of the Report

This report lists detailed information for all payments within a deposit for a specific point in time.

Type of Report

Crystal

Navigation (Path) to the Report


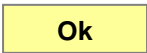
Accounts Receivable > Payments > Reports > Payment Detail – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20002_Payment_Detail)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all

Report Steps			see screenshot below
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.	
Server Name	Select “PSUNX”	This is the server for SQR Reports	
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.	
Format	Choose desired value	PDF is recommended.	
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.	
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”. 	
Details	Click the Details link	Opens the Process Detail page.	
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.	
Ar20002 #####.PDF	Click this link for the PDF file	This opens the report.	

Run Control ID Page

This screenshot shows the 'Run Control ID' page in the PeopleSoft application. The browser window is titled 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/...'. The PeopleSoft logo is at the top left. A menu on the left lists various options under 'Accounts Receivable', 'Payments', 'Reports', and 'Customer Accounts'. The 'Payment Detail' section is active. The main area has a 'Run Control ID' field with the value 'Run_AR20002_Payment_Detail'. There are buttons for 'Add', 'Find an Existing Value', and 'Add a New Value'. The status bar at the bottom shows the system time as 10:25 AM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in the PeopleSoft application. The browser window is titled 'Payment Detail - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/...'. The PeopleSoft logo is at the top left. A menu on the left lists various options under 'Accounts Receivable', 'Payments', 'Reports', and 'Customer Accounts'. The 'Payment Detail' section is active. The main area has a 'Run Control ID' field with the value 'Run_AR20002_Payment_Detail'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below these are fields for 'Language' (English), 'From Date' (05/01/2005), 'To Date' (05/31/2005), 'Deposit Unit' (01110 Finance & Management), 'Amount Type' (Base Curr), 'User ID', 'Deposit ID' (UC000056), and 'Posting Status' (All). There are buttons for 'Save', 'Modify', 'Add', and 'Update/Display'. The status bar at the bottom shows the system time as 10:27 AM.

Process Scheduler Request Page

Payment Detail - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRP/PAAPPLY_PAYMENTS.RUN_AR20002.GB?&id=at=PORTAL_ROOT_OBJECT_EPCO_ACCOUNTS_RECEIV...

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Auto Entries-Paid in Time
 - Deposit Control-Paid in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Paid in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary-Paid in Time
 - Unmatched MICR Userfilers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20002_Payment_Detail

Server Name: PSLN02 Run Date: 02/12/2007

Recurrence: Run Time: 10:27:38AM

Time Zone:

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Payment Detail - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRP/PAAPPLY_PAYMENTS.RUN_AR20002.GB?&id=at=PORTAL_ROOT_OBJECT_EPCO_ACCOUNTS_RECEIV...

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Auto Entries-Paid in Time
 - Deposit Control-Paid in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Paid in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary-Paid in Time
 - Unmatched MICR Userfilers
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Process List

User ID: JHARRIS Type: Last: 5 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494019	BQR Report	AR20002	JHARRIS	02/12/2007 10:27:38AM EST	Success	Posted	Details

Go back to Payment Detail

Save Notify

Process List | Server List

Process Detail Page

Process Detail

Process

Instance: 2494659 Type: SQR Report
 Name: AR20002 Description: Payment Detail
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR20002_Payment_Detail
 Location: Server
 Server: PSUN01
 Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Request Created On: 02/12/2007 10:27:40AM EST
 Run Anytime After: 02/12/2007 10:27:30AM EST
 Began Process At: 02/12/2007 10:27:56AM EST
 Ended Process At: 02/12/2007 10:28:03AM EST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

View Log/Trace Page

View Log/Trace

Process

Report ID: 6978 Process Instance: 2494659 [Message Log](#)
 Name: AR20002 Process Type: SQR Report
 Run Status: Success

Payment Detail

Distribution Details

Distribution Node: FMPCWEB01 Expiration Date: 11/07/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,606	02/12/2007 10:28:03.000000AM EST
ar20002_2494659.PDF	2,343	02/12/2007 10:28:03.000000AM EST
Trace File	25	02/12/2007 10:28:03.000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Example of Report Output

http://fndevweb.finnan.state.vt.us/pseports/FMDEV/6676/ar20002_2494659.PDF - Microsoft Internet Explorer

Address: http://fndevweb.finnan.state.vt.us/pseports/FMDEV/6676/ar20002_2494659.PDF

Page No. 1
Run Date 02/12/2007
Run Time 10:27:58

Request ID: AR20002
Deposit ID: 01110
Report Currency: Base Amount
Deposit ID: 000000000
CRSIS: ALL TAXES
From Station: ALL TAXES

PeopleSoft Receivables
PAYMENT DETAIL
For 01-MAY-2006 through 31-MAY-2006

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Paid	Pending Item Amount
Entry Date: 06/04/2006									
Deposit: 01110 000000000 Operator: YUTHERI									
1	05/04/2006	DCP000000	4,893.00 USD	C	01110 ST094	DCP	DCP000000	Payment	-4,893.00 USD
2	06/04/2006	DALE000000	4,893.18 USD	C	01110 ST094	DALE	DALE000000	Payment	-4,893.18 USD
3	06/04/2006	DC00000000	2,118.35 USD	C	01110 ST063	DC	DC00000000	Payment	-2,118.35 USD
4	06/04/2006	CCD0000000	28,492.04 USD	C	01110 ST066	CCD	CCD0000000	Payment	-28,492.04 USD
5	06/04/2006	CCD0000000	1,319.89 USD	C	01110 ST066	CCD	CCD0000000	Payment	-1,319.89 USD
TOTALS FOR 000000000									-41,322.58 USD
TOTALS FOR 01110									-41,322.58 USD
TOTALS FOR 01/04/2006									-41,322.58 USD
GRAND TOTALS									-41,322.58 USD

1 of 1

Start Snagit Payment Detail - M... Payment Detail - A... Microsoft Excel - Ac... http://fndevwe... 10:28 AM

VISION FINANCIALS

Payment Summary (AR20003)

Report Information

Purpose of the Report

This report lists statuses for all payments within a deposit.

Type of Report

SQR

Navigation (Path) to the Report



Accounts Receivable > Payments > Reports > Payment Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20003_Payment_Summary)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all

Report Steps		see screenshot below
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20003 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Payment Summary' page in a Microsoft Internet Explorer browser. The address bar displays a URL starting with 'http://fndweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HRP/APP/...'. The page features a 'Menu' on the left with categories like 'Accounts Receivable', 'Payments', and 'Reports'. The main content area is titled 'Payment Summary' and includes tabs for 'End an Existing Value' and 'Add a New Value'. Below these tabs, there is a 'Run Control ID' field containing the text 'Run_AR20003_Payment_Summary'. An 'Add' button is positioned below the field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows the 'Start' button and several open applications, including 'Payment Summary - AR2...' and 'Microsoft Excel - Account...'. The system clock indicates 10:57 AM.

Report Request Parameters Page

The screenshot displays the 'Report Request Parameters' page within the 'Payment Summary' section of the PeopleSoft application. The page includes a 'Menu' on the left and a main area with a 'Run Control ID' field set to 'Run_AR20003_Payment_Summary'. Above this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' field is a 'Language' dropdown menu currently set to 'English'. The 'Report Request Parameters' section contains several input fields: 'From Date' (05/01/2005), 'To Date' (05/31/2005), 'Deposit Unit' (01110 Finance & Management), 'Amount Type' (Base Curr), 'User ID' (with a search icon), 'Deposit ID' (with a search icon), and 'Posting Status' (All). At the bottom of this section are buttons for 'Save', 'Modify', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows the 'Start' button and open applications, with the system clock at 10:58 AM.

Process Scheduler Request Page

Payment Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address AL_ROOT_OBJECT.EPCO_ACCOUNTS_RECEIVABLE.EPAR_PAYMENT54.EPAR_REPORTS3.EP_RUN_AR20003.GBL51Folder=false&ignoreParam=&Feng=&FolderPath=1Folder

Go Links

PeopleSoft.

Home Welcome Add to Favorites Search

New Window Customize Page

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Arclis Entries-Print in Time
 - Deposit Control-Print in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Print in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary-Print in Time
 - Unreconciled MCHS Identifiers
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20003_Payment_Summary

Server Name: PBLN02 Run Date: 02/12/2007

Recurrence: Run Time: 10:58:52AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment Summary	AR20003	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Payment Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address AL_ROOT_OBJECT.EPCO_ACCOUNTS_RECEIVABLE.EPAR_PAYMENT54.EPAR_REPORTS3.EP_RUN_AR20003.GBL51Folder=false&ignoreParam=&Feng=&FolderPath=1Folder

Go Links

PeopleSoft.

Home Welcome Add to Favorites Search

New Window Customize Page

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Arclis Entries-Print in Time
 - Deposit Control-Print in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Print in Time
 - Payment Preparer Detail
 - Payment Preparer Summary
 - Payment Summary
 - Payment Summary-Print in Time
 - Unreconciled MCHS Identifiers
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update

Process List Server List

New Process Request For

User ID: JHARRIS Type: Last: 5 Minutes [Save](#)

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2484665		BQR Report	AR20003	JHARRIS	02/12/2007 10:58:52AM EST	Success	Posted	Details

[Go back to Payment Summary](#)

[Save](#) [Notify](#)

Process List [Server List](#)

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for a Payment Summary process. The left navigation pane includes sections for Accounts Receivable, Payments, Reports, and Customer Accounts. The main content area displays the following details:

- Process:**
 - Instance: 2494665
 - Type: SQR Report
 - Name: AR20003
 - Description: Payment Summary
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR20003_Payment_Summary
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Clone Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/12/2007 10:58:24AM EST
 - Run Anytime After: 02/12/2007 10:58:53AM EST
 - Began Process At: 02/12/2007 10:58:32AM EST
 - Ended Process At: 02/12/2007 10:58:35AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the main content area are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for the same Payment Summary process. The left navigation pane is the same as the previous page. The main content area displays the following details:

- View Log/Trace:**
 - Report ID: 6882
 - Process Instance: 2494665
 - Name: AR20003
 - Process Type: SQR Report
 - Run Status: Success
- Payment Summary:**
 - [View Report Details](#)
- Distribution Node:** FMPCDWEB1
- Expiration Date:** 11/07/2009
- File List:**

Name	File Size (bytes)	Dateline Created
Message Log	1,608	02/12/2007 10:59:35.000000AM EST
ar20003_2494665.PDF	11,077	02/12/2007 10:59:35.000000AM EST
Trace File	25	02/12/2007 10:59:35.000000AM EST
- Distribute To:**
 - Distribution ID Type:** Distribution ID
 - User:** JAWR010

A 'Return' button is located at the bottom of the main content area.

Example of Report Output

http://fmdevweb.finnan.state.vt.us/reports/FMDEV/6882/ar20003_2494665.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://fmdevweb.finnan.state.vt.us/reports/FMDEV/6882/ar20003_2494665.PDF

Save a Copy Select 55% Search Adobe Reader 7.0

Report ID: AR00003
Deposit ID: 611108
Deposit Currency: Base Amount
Deposit ID: ALL VALUES
OFFID: ALL VALUES
Post Status:

PeopleSoft Financials
PAYMENT SUMMARY
For 01-MAY-2008 through 31-MAY-2008

Page No. 1
Run Date 02/11/2007
Run Time 10:48:30

Entry ID	Dep ID	Deposit ID	OFFID	Bank OFFID	Post Status	Reg	Acctg Dt	Payment ID	Post Status	Entered Amount
01/01/2008	61110	1110000000	SP00001	LM00001	Completed	1	01/01/2008	000000000	Journalized	44.14 USD
TOTAL FOR 1110000000										44.14 USD
TOTAL FOR 61110										44.14 USD
TOTAL FOR 01/01/2008										44.14 USD

1 of 8

Start Snagit Payment Summary ... Microsoft Excel - Ac... http://fmdevwe... 11:10 AM

VISION FINANCIALS

Payment Summary (AR20003P)

Report Information

Purpose of the Report

This report lists the statuses for all payments within a deposit at a specified point in time.

Type of Report

Crystal

Navigation (Path) to the Report



Accounts Receivable > Payments > Reports > Payment Summary – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20003P_Payment_Summary)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Select method of time to report on	From Date, To Date and As of Date boxes open, disappear or grey out according to selection
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
As of Date	Enter desired date	This box disappears if Range PIT Type is selected; click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit

Report Steps		see screenshot below
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20003P #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Payment Summary - Point in Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndwebv.finnan.state.vt.us/psv/FNDDEV/EMPLOYEE/HRP/APPPLY_PAYMENTS.RUN_AR20003PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.ERCO_ACCOUNTS_REC

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Accts Entries-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Productor Detail
 - Payment Productor Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unattached MISC
 - Unattached MISC
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Payment Summary _ Point in Tim

Find an Existing Value Add a New Value

Run Control ID: Run_AR20003P_Payment_Summary

Add

Find an Existing Value Add a New Value

Done

Start

Payment Summary - P... Payment Summary - AR2... Microsoft Excel - Account... 11:21 AM

Report Request Parameters Page

Payment Summary - Point in Time - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndwebv.finnan.state.vt.us/psv/FNDDEV/EMPLOYEE/HRP/APPPLY_PAYMENTS.RUN_AR20003PIT.GBL?FolderPath=PORTAL_ROOT_OBJECT.ERCO_ACCOUNTS_REC

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Online Payments
 - Apply Payments
 - Electronic Payments
 - Direct Journal Payments
 - Cash Control Entries
 - Review Payments
 - Reports
 - Accounting Entries
 - Accts Entries-Point in Time
 - Deposit Control-Point in Time
 - Deposit Control by Entry Date
 - Payment Detail
 - Payment Detail-Point in Time
 - Payment Productor Detail
 - Payment Productor Summary
 - Payment Summary
 - Payment Summary-Point in Time
 - Unattached MISC
 - Unattached MISC
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update

Payment Summary - Point in Tim

Run Control ID: Run_AR20003P_Payment_Summary Report Manager Process Monitor Run

Language: English

Report Request Parameters

Point in Time Type: YTD From Date: 5/10/2005

As of Date: 06/30/2005 To Date: 06/30/2005

Deposit Unit: 01110 Finance & Management

Amount Type: Base Curr

User ID:

Deposit ID:

Posting Status: All

Save Notify Add Update/Display

Done

Start

Payment Summary - P... Payment Summary - AR2... Microsoft Excel - Account... 11:21 AM

Process Scheduler Request Page

Payment Summary-Point in Time - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRP/IN/APPLY_PAYMENTS.RUN_AR20003PD.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_REC

PeopleSoft.

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Online Payments, Apply Payments, Electronic Payments, Direct Journal Payments, Cash Control Entries, Review Payments, Reports, Accounting Entries, Arclp Entries-Point in Time, Deposit Control-Point in Time, Deposit Control by Entry Date, Payment Detail, Payment Detail-Point in Time, Payment Preparer Detail, Payment Preparer Summary, Payment Summary, Payment Summary-Point in Time, Updated and Mailed Identifiers, Customer Accounts, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update.

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20003P_Payment_Summary

Server Name: PSNTOR Run Date: 02/12/2007
 Recurrence: Run Time: 11:21:59AM
 Time Zone: [Reset to Current DateTime]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Point in Time - Payment Summary	AR20003P	Cystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Payment Summary-Point in Time - Microsoft Internet Explorer

Address: http://fdevweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HRP/IN/APPLY_PAYMENTS.RUN_AR20003PD.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCO_ACCOUNTS_REC

PeopleSoft.

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Online Payments, Apply Payments, Electronic Payments, Direct Journal Payments, Cash Control Entries, Review Payments, Reports, Accounting Entries, Arclp Entries-Point in Time, Deposit Control-Point in Time, Deposit Control by Entry Date, Payment Detail, Payment Detail-Point in Time, Payment Preparer Detail, Payment Preparer Summary, Payment Summary, Payment Summary-Point in Time, Updated and Mailed Identifiers, Customer Accounts, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update.

Process List Server List

New Process Request For

User ID: JHARRIS Type: Last: 5 Minutes
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2484667		Cystal	AR20003P	JHARRIS	02/12/2007 11:21:59AM EST	Success	Posted	Details

Go back to Payment Summary - Point in Time

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser. The address bar displays a URL starting with 'http://fndweb.finnan.state.vt.us/pspx/fnddev/EMPLOYEE/ERP/...'. The PeopleSoft logo is visible at the top left. A left-hand menu lists various accounting and payment-related options. The main content area is titled 'Process Detail' and contains the following information:

- Process:**
 - Instance: 2494667
 - Type: Crystal
 - Name: AR20003P
 - Description: Point in Tm - Payment Summary
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR20003P_Payment_Summary
 - Location: Server
 - Server: PSNTCR
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/12/2007 11:22:18AM EST
 - Run Anytime After: 02/12/2007 11:21:58AM EST
 - Began Process At: 02/12/2007 11:22:30AM EST
 - Ended Process At: 02/12/2007 11:22:53AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the main content area are 'OK' and 'Cancel' buttons. The taskbar at the bottom shows the 'Start' button, several open applications (Snagit, Payment Summary-P..., Payment Summary - AR2..., Microsoft Excel - Accoun...), and the system clock showing 11:23 AM on 2/12/2007.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in the same Microsoft Internet Explorer browser. The address bar and PeopleSoft logo are consistent with the previous page. The left-hand menu is also visible. The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
 - Report ID: 6984
 - Process Instance: 2494667
 - Name: AR20003P
 - Process Type: Crystal
 - Run Status: Success
- Point in Tm - Payment Summary**
- Distribution:**
 - Distribution Node: FDMNEBCR
 - Expiration Date: 11/30/2008
- File List:**

Name	File Size (bytes)	DateTime Created
AR20003P_2494667.PDF	60,725	02/12/2007 11:22:52.000000AM EST
Message Log	0	02/12/2007 11:22:52.000000AM EST
PeopleSoft Trace File	470	02/12/2007 11:22:52.000000AM EST
- Distribute To:**

Distribution ID Type	Distribution ID
User	JHARRIS

A 'Return' button is located at the bottom of the main content area. The taskbar at the bottom shows the 'Start' button, several open applications (Snagit, Payment Summary-P..., Payment Summary - AR2..., Microsoft Excel - Accoun...), and the system clock showing 11:23 AM on 2/12/2007.


Example of Report Output

http://fmdevweb.finan.state.vt.us/preports/FMDEV/6884/AR20003P_2494667.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address: http://fmdevweb.finan.state.vt.us/preports/FMDEV/6884/AR20003P_2494667.PDF

Save a Copy Select 93% Search Files Adobe Reader 7.0



Report ID: AR20003P

Payment Summary

Page No: 1
Run Date: 11/23/2007
Run Time: 11:23:38 AM

Business Unit: 01110
Report on Base Currency: USD
Deposit ID: ALL
Operator: ALL
Post Status: ALL

Entry Date	Deposit Unit	Deposit ID	Operator	Assigned Operator	Post Status	Payment Seq No	Accounting Date	Payment ID	Payment Status	Item Amount	Interest
1/9/2005	01110	3490000005	RDURKEE	RDURKEE	C	1	Jan/03/2005	ADVANCE	Journalized	690.00 USD	
										890.00 USD	
										890.00 USD	
										698.89 USD	
1/7/2005	01110	UC000004	VSTROBR	VSTROBR	C	1	Jan/07/2005	OV44000004	Complete	6,393.05 USD	
						2	Jan/07/2005	OCF0000004	Complete	739.43 USD	
										6,393.05 USD	
										8,632.47 USD	
										8,632.47 USD	
1/10/2005	01110	1110000006	LMORSE2	LMORSE2	C	1	Jan/10/2005	PER PHONE REIMS	Journalized	22.91 USD	
										22.91 USD	
										22.91 USD	
										22.91 USD	
1/13/2005	01110	UC000006	VSTROBR	VSTROBR	C	1	Jan/13/2005	EXE0000004	Complete	4,811.00 USD	
						2	Jan/13/2005	OCF0000004	Complete	3,339.00 USD	
										8,150.00 USD	
										99.87 USD	
1/13/2005	01110	UC000006	VSTROBR	VSTROBR	C	1	Jan/13/2005	AM000004	Complete	35.07 USD	
										8,349.97 USD	
										8,349.97 USD	
1/20/2005	01110	000105	KPEARSON	KPEARSON	C	1	Jan/20/2005	02125 42617	Complete	42,942.89 USD	
										42,642.96 USD	
										42,642.96 USD	
										42,942.89 USD	
1/31/2005	01110	UC000007	VSTROBR	VSTROBR	C	1	Jan/31/2005	VH00000004	Complete	3,482.87 USD	
						2	Jan/31/2005	VD00000004	Complete	13,887.91 USD	
										14,380.78 USD	
										14,380.78 USD	

1 of 8

Done

Start Snagit Payment Summary - P... Payment Summary - ... Microsoft Excel - Ac... http://fmdevweb... 11:23 AM

VISION FINANCIALS

Pending Item By Entry Date Point in Time Report (AR11002P)

Report Information

Purpose of the Report

This report lists all pending items within a group for a specific point in time.

Type of Report

Crystal

Navigation (Path) to the Report



Accounts Receivable > Pending Items > Reports > Pending Item – Point in Time

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11002P_Pending_Item_By_E)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Point in Time Type	Choose time method to report on	Select from drop down list
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
As of Date	Enter desired As of Date	Click on calendar to select date; This selection is hidden if range Point in Time Type is selected
Group Unit	Enter Group Unit to report on	Click on magnifying glass to lookup Group Unit
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Amount Type	Choose amount type	
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Group ID	Enter desired Group ID	Click on magnifying glass to lookup Group ID

Report Steps			see screenshot below
Posted	Select box if desired	If selected the report returns only posted Pending Items	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.	
Server Name	Select “PSNTCR”	This is the server for Crystal Reports	
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.	
Format	Choose desired value	PDF is recommended.	
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.	
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”. 	
Details	Click the Details link	Opens the Process Detail page.	
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.	
ar11002P #####.PDF	Click this link for the PDF file	This opens the report.	

Run Control ID Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Accts Entries-Point in Time
 - Group Control-Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORP Pending Item By Entry ID
 - Item Detail-Point in Time
 - Pending Item-Point in Time**
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
- Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Pending Item - Point in Time

End an Existing Value | Add a New Value

Run Control ID: Run_AR11002P_Pending_Item_By_E

Add

Find an Existing Value | Add a New Value

Report Request Parameters Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Accts Entries-Point in Time
 - Group Control-Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORP Pending Item By Entry ID
 - Item Detail-Point in Time
 - Pending Item-Point in Time**
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Point in Time

Run Control ID: Run_AR11002P_Pending_Item_By_E | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

Point in Time Type: YTD | From Date: 07/01/2006 | To Date: 02/16/2007

As of Date: 02/16/2007

Group Unit: 01163 | BOS (Copy Center)

User ID: DSHOLAN | Sholan, Diane M

Amount Type: Base Curr

Customer ID: %

Group ID: %

☒ Posted

Save | Notify | Add | Update/Display

Process Scheduler Request Page

PeopleSoft®

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AR11002P_Pending_Item_By_E

Server Name: PSNTCR Run Date: 6/21/2017
Recurring: Run Time: 12:18:55PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Pending Item - Point in Time	AR11002P	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

PeopleSoft®

Process List [Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 5 Minutes [Refresh](#)
Server: Name: Instance: to
Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#) [First](#) [4 of 1](#) [Last](#)

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494824		Crystal	AR11002P	JHARRIS	6/21/2017 12:18:55PM EST	Success	Posted	Details

[Go back to Pending Item - Point in Time](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for the process 'Pending Item-Point in Time'. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various accounting-related options. The main content area displays the following information:

- Process Detail:**
 - Instance:** 2494824
 - Type:** Crystal
 - Name:** AR11002P
 - Description:** Pending Item - Point in Time
 - Run Status:** Success
 - Distribution Status:** Posted
- Run Control:** Run_AR11002P_Pending_Item_By_E
- Location:** Server
- Server:** PSNTCR
- Recurrence:** (empty)
- Request Created On:** 02/16/2007 12:19:57PM EST
- Run Anytime After:** 02/16/2007 12:18:55PM EST
- Began Process At:** 02/16/2007 12:18:29PM EST
- Ended Process At:** 02/16/2007 12:18:43PM EST

On the right side of the process detail, there are several action links: [Hold Request](#), [Cancel Request](#), [Cancel Request](#), [Delete Request](#), and [Restart Request](#). At the bottom of the process detail section, there are buttons for [Parameters](#), [Transfer](#), [Message Log](#), [Batch Timings](#), and [View Log/Trace](#). The bottom of the page shows the status bar with the process instance number 2494824 and the current time 12:20 PM.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for the process 'Pending Item-Point in Time'. The page is displayed in a Microsoft Internet Explorer browser window. The left sidebar contains a menu with various accounting-related options. The main content area displays the following information:

- View Log/Trace:**
 - Report ID:** 7024
 - Process Instance:** 2494824
 - Name:** AR11002P
 - Process Type:** Crystal
 - Run Status:** Success
- Pending Item - Point in Time**
- Distribution Details:**
 - Distribution Node:** FDMWEB01
 - Expiration Date:** 1/11/2009
- File List:**

Name	File Size (bytes)	Dateline Created
AR11002P_2494824.PDF	79,012	02/16/2007 12:19:43:000000PM EST
Message Log	0	02/16/2007 12:19:43:000000PM EST
PeopleSoft Trace File	470	02/16/2007 12:19:43:000000PM EST
- Distribution To:**
 - Distribution ID Type:** User
 - Distribution ID:** JHAF010

At the bottom of the page, there is a [Return](#) button. The bottom of the page shows the status bar with the process instance number 2494824 and the current time 12:20 PM.


Example of Report Output

http://fmdevweb.finan.state.vt.us/preports/FMDEV/7024/AR11002P_2494624.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address: http://fmdevweb.finan.state.vt.us/preports/FMDEV/7024/AR11002P_2494624.PDF

Save a Copy Select 93% Search Adobe Reader 7.0



Report ID: AR11002P

PeopleSoft Maintenance
AR11002 Pending Items
YTD type 7110008 to 2102007

Page No: 1
Run Date: 2/16/2007
Run Time: 12:15:25 PM

Customer ID: ALL
Group ID: ALL
Operator ID: DSHOLAN
Post Flag: Y

Currency Type: B

Entry Date

Group Business Unit	Group ID	Operator	Accounting Date	Business Unit	Customer ID	Customer Name	Item Number	Item Line	Entry Type	Entry Reason	Post Status	Entered Amount
12/02/2006												
01183	36504	DSHOLAN	12/02/2006	01183	AGR	331601	63027340	0	Invoice	COPY	Y	2.42USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR	331601	63027873	0	Invoice	COPY	Y	0.26USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR	331607	63027421	0	Invoice	COPY	Y	0.70USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR1	332001	63027373	0	Invoice	COPY	Y	2.94USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR1	332001	63027608	0	Invoice	COPY	Y	0.00USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR10	332007	63027591	0	Invoice	COPY	Y	2.80USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR3	332008	63027862	0	Invoice	COPY	Y	2.36USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR3	332008	63027637	0	Invoice	COPY	Y	1.50USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR6	332008	63027591	0	Invoice	COPY	Y	2.94USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR6	332008	63027607	0	Invoice	COPY	Y	0.26USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR6	332008	63027943	0	Invoice	COPY	Y	1.00USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR6	332008	63027662	0	Invoice	COPY	Y	0.90USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR6	332008	63028051	0	Invoice	COPY	Y	1.20USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR7	332008	63027333	0	Invoice	COPY	Y	2.43USD
01183	36504	DSHOLAN	12/02/2006	01183	AGR9	332003	63028095	0	Invoice	COPY	Y	1.00USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS22	334007	63027303	0	Invoice	COPY	Y	2.94USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS22	334007	63027833	0	Invoice	COPY	Y	5.83USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS22	334007	63027960	0	Invoice	COPY	Y	0.40USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS22	334007	63028096	0	Invoice	COPY	Y	2.81USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS24	334008	63027603	0	Invoice	COPY	Y	50.79USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS28	334009	63027475	0	Invoice	COPY	Y	4.60USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS28	334009	63027760	0	Invoice	COPY	Y	3.30USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS28	334009	63027882	0	Invoice	COPY	Y	1.00USD
01183	36504	DSHOLAN	12/02/2006	01183	AHS28	334009	63028096	0	Invoice	COPY	Y	0.32USD

1 of 20

Done

Start Snagit Pending Item-Pend... Accounts Receivabl... Pending Item By Ent... http://fmdevweb... 12:20 PM

VISION FINANCIALS

Pending Item By Entry Date Report (AR11002)

Report Information

Purpose of the Report

This report lists all pending items within a group.

Type of Report

SQR

Navigation (Path) to the Report

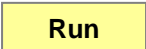
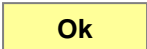
Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11002_Pending_Item_By_En)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Amount Type	Choose amount type	
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Group ID	Enter desired Group ID	Click on magnifying glass to lookup Group ID
Posted	Select box if desired	If selected the report returns only posted Pending Items

Report Steps		see screenshot below
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar11002 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Pending Item by Entry Date - Microsoft Internet Explorer'. The address bar shows the URL: http://fndwebv.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11002.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various options under 'Accounts Receivable', including 'Pending Items', 'Online Items', 'External Items', 'Review Items', 'Change Pending Group Action', 'Reports', 'Direct Debits', 'Drafts', 'Payments', 'Customer Accounts', 'Customer Interactions', 'Receivables Maintenance', 'Receivables Analysis', 'Receivables Update', 'Accounts Payable', 'Settlements', 'Asset Management', and 'Banking'. The main content area is titled 'Pending Item By Entry Date'. It has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID' containing 'Run_AR11002_Pending_Item_By_En'. There is an 'Add' button below the text field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Start button, several application icons, and the system clock showing 12:53 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Pending Item by Entry Date - Microsoft Internet Explorer'. The address bar shows the URL: http://fndwebv.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/ERP/ENTER_RECEIVABLES_RUN_AR11002.GBL. The PeopleSoft logo is at the top left. A menu on the left is identical to the one in the previous screenshot. The main content area is titled 'Entry Date Parameters'. It has three tabs: 'Find an Existing Value', 'Add a New Value', and 'Run' (selected). Below the tabs, there is a text field for 'Run Control ID' containing 'Run_AR11002_Pending_Item_By_En'. There are links for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there is a section for 'Report Request Parameters' with the following fields: 'Language' (English), 'From Date' (02/09/2005), 'To Date' (02/09/2007), 'Unit' (01115 - F&M - Financial Management Sys), 'User ID' (empty), 'Amount Type' (Base Curr), 'Customer ID' (empty), and 'Group ID' (22%). There is a checkbox for 'Posted' which is checked. At the bottom of the main area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update Criteria'. The taskbar at the bottom shows the Start button, several application icons, and the system clock showing 1:00 PM.

Process Scheduler Request Page

Microsoft Internet Explorer - Pending Item by Entry Date

Address: http://fndweb.finran.state.vt.us/bsp/PHDEVEMPLOYEE/ENTER_RECEIVABLES_RUP_AR11002.GBL

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Actual Entries-Point in Time
 - Group Control-Point in Time
 - Group Control-By Entry Date
 - Item Detail
 - CORP Pending Item By Entry Date
 - Item Detail-Point in Time
 - Pending Item-Point in Time
 - Pending Item by Entry Date
- Direct Debits
- Drafts
- Payments
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking

Process List | Server List

New Process Request For

User ID: JHARRIS Type: Last: 2 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494827		SQR Report	AR11002 JHARRIS	02/18/2007 1:00:30PM EST	Success	Posted	Details	

Go back to Pending Item By Entry Date

Save Notify

Process List | Server List

Process Monitor Page

Microsoft Internet Explorer - Pending Item-Point in Time

Address: http://fndweb.finran.state.vt.us/bsp/PHDEVEMPLOYEE/ENTER_RECEIVABLES_RUP_AR11002P1.GBL?&id=PORTAL_ROOT_OBJECT_EPCO_ACCOUNTS_f

PeopleSoft

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Actual Entries-Point in Time
 - Group Control-Point in Time
 - Group Control-By Entry Date
 - Item Detail
 - CORP Pending Item By Entry Date
 - Item Detail-Point in Time
 - Pending Item-Point in Time
 - Pending Item By Entry Date
 - Pending Item-Point in Time
- Direct Debits
- Drafts
- Payments
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking

Process List | Server List

New Process Request For

User ID: JHARRIS Type: Last: 5 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494824		Crystal	AR11002P JHARRIS	02/18/2007 12:18:55PM EST	Success	Posted	Details	

Go back to Pending Item - Point in Time

Save Notify

Process List | Server List

Process Detail Page

PeopleSoft®

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Account Entry Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORP Pending Item By Entry Date
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

Process Detail

Process

Instance: 2494827 Type: SQR Report

Name: AR11002 Description: Pending Item by Entry Date

Run Status: Success Distribution Status: Posted

Run

Run Control ID: Run_AR11002_Pending_Item_By_En

Location: Server

Server: PSUN01

Recurrence:

Update Process

Hold Request

Clone Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 02/16/2007 1:00:40PM EST

Run Anytime After: 02/16/2007 1:00:30PM EST

Began Process At: 02/16/2007 1:00:46PM EST

Ended Process At: 02/16/2007 1:00:46PM EST

Actions

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

View Log/Trace Page

PeopleSoft®

Menu

- Accounts Receivable
 - Pending Items
 - Online Items
 - External Items
 - Review Items
 - Change Pending Group Action
 - Reports
 - Accounting Entries
 - Account Entry Point in Time
 - Group Control Point in Time
 - Group Control by Entry Date
 - Item Detail
 - CORP Pending Item By Entry Date
 - Item Detail Point in Time
 - Pending Item Point in Time
 - Pending Item by Entry Date
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Accounts Payable
 - Settlements
 - Asset Management
 - Banking

View Log/Trace

Report ID: 7077 Process Instance: 2494827

Name: AR11002 Process Type: SQR Report

Run Status: Success

Pending Item by Entry Date

Distribution Details

Distribution Node: FMPCDWEB1 Expiration Date: 1/11/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/16/2007 1:00:46:000000PM EST
ar11002_2494827.PDF	14,879	02/16/2007 1:00:46:000000PM EST
Trace File	27	02/16/2007 1:00:46:000000PM EST

Distribute To

Distribution ID Type

User

Return

Example of Report Output

Report ID: AR11002
Group BU: 01115%
Report Currency: Base Amount
Group ID: 22%
Operator: ALL VALUES
Customer ID: ALL VALUES
Post Status: Posted

PeopleSoft Receivables
PENDING ITEM BY ENTRY DATE
For 09-FEB-2005 through 09-FEB-2005

Entry Dt	GrpBU	Group ID	OPRID	Acctg Dt	BusUn	Customer ID	Name	Item Number
10/30/2005	01115	220	KPEARSON	10/30/2005	01115	ST008	BGS	FY05 OPERATIN
		221	KPEARSON	10/30/2005	01115	ST045	AHS	FY05 OPERATIN
		222	KPEARSON	10/30/2005	01115	ST066	CCD	FY05 OPERATIN
		223	KPEARSON	10/30/2005	01115	ST696	DAIL	FY05 OPERATIN
				10/30/2005	01115	ST693	OVHA	FY05 OPERATIN
				10/30/2005	01115	ST694	DCF	FY05 OPERATIN
				10/30/2005	01115	ST054	Correction	FY05 OPERATIN
				10/30/2005	01115	ST695	VDH	FY05 OPERATIN
				10/30/2005	01115	ST060	ANR-CO	FY05 OPERATIN
				10/30/2005	01115	ST063	EC	FY05 OPERATIN
				10/30/2005	01115	ST061	P&W	FY05 OPERATIN
				10/30/2005	01115	ST062	END	FY05 OPERATIN

18.70 x 10.67 in

1 of 5

Done

Start

Snagit

Pending Item by Ent...

Accounts Receivab...

Pending Item by Ent...

http://fmdevweb...

Unknown Zone

1:01 PM

VISION FINANCIALS

Receivable Activity Report (AR20005)

Report Information

Purpose of the Report

This report lists each receivable with an associated write off.

Type of Report

SQR

Navigation (Path) to the Report



Accounts Receivable > Receivables Update > Posting Results Upd Pend Items > Receivables Activity Report

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20005_Receivable_Activit)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Business Unit	Enter desired Business Unit	Click on magnifying glass to lookup value
Remaining Amount	Enter operator and amount	Click on magnifying glass to select operator; manually enter remaining amount
Customer ID	Enter desired Customer ID	Click on magnifying glass to select Customer ID
Only Write Off Activity	Check this box if desired	Checking the box returns only receivables that have write off activity
Account	Enter desired Account	Click on magnifying glass to lookup account
Fund Code	Enter desired Fund Code	Click on magnifying glass to lookup Fund Code

Report Steps		see screenshot below
Department	Enter desired Department	Click on magnifying glass to lookup Department
Program Code	Enter desired Program Code	Click on magnifying glass to lookup Program Code
Class Field	Enter desired Class Field	Click on magnifying glass to lookup Class Field
Project	Enter desired Project	Click on magnifying glass to lookup Project
Affiliate	Enter desired Affiliate	Click on magnifying glass to lookup Affiliate
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20005 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Correct Posting Errors
 - Unpost Groups
 - Posting Results-Pending Items
 - Posting Results-Updated Items
 - Posting Results-Direct Debits
 - Posting Results-Drafts
 - Posting Results-Upd
 - Paid Items
 - Report On
- Receivables Activity Report
 - Receivables 1099s
- Posting Results-Payments
- Revenue Estimates
- Revaluation
- Archive Receivables
- Reopen Receivables
- Update
- Out of Balance
- Customers

Receivables Activity

End an Existing Value Add a New Value

Run Control ID: Run_AR20005_Receivable_Activ

Add

End an Existing Value Add a New Value

Done

Start Snagit Receivables Activ... Receivable Activity ... Microsoft Excel - Ac... http://hrdevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HR/M/MAINTAIN_RECEIVABLES_RUN_AR20005.GBL?file=Path=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS.I

Report Request Parameters Page

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Receivables Update
 - Correct Posting Errors
 - Unpost Groups
 - Posting Results-Pending Items
 - Posting Results-Updated Items
 - Posting Results-Direct Debits
 - Posting Results-Drafts
 - Posting Results-Upd
 - Paid Items
 - Report On
- Receivables Activity Report
 - Receivables 1099s
- Posting Results-Payments
- Revenue Estimates
- Revaluation
- Archive Receivables
- Reopen Receivables
- Update
- Out of Balance
- Customers

Receivables Activity

Run Control ID: Run_AR20005_Receivable_Activ Report Manager Process Monitor Run

Language: English

Report Request Parameters

Business Unit: 01110

Resolving Amount: >=

Customer ID: ST045

☐ Only Write-off Activity

Chart Fields

Chart Fields	Customize Field View All	First	Next	Previous	Last
Account:					
Fund Code:					
Department:					
Program Code:					
Class Field:					
Project:					
Attribute:					

Process Instance: 249440

Start Snagit Receivables Activity ... Receivable Activity Repo... Microsoft Excel - Account... http://hrdevweb.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HR/M/MAINTAIN_RECEIVABLES_RUN_AR20005.GBL?file=Path=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS.I

Process Scheduler Request Page

Receivables Activity Report - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HR/M/MAINTAIN_RECEIVABLES.RUN_AR20005.GBL?&sidePath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_1

PeopleSoft

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Customer Accounts, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update, Contact Posting Errors, Unpost Groups, Posting Results, Pending Items, Posting Results-Updated Items, Posting Results-Direct Debits, Posting Results-Drafts, Posting Results-Upd, Post Items, Report On, Receivables AR 2000, Receivables Activity Report, Receivables 1099s, Period, Posting Results-Payments, Revenue Estimates, Revaluation, Archive Receivables, Request Receivables Update, Out of Balance, Customers

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR20005_Receivable_Active

Server Name: PBLINK Run Date: 02/12/2007
 Recurrence: Run Time: 12:12:35PM
 Time Zone: Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Receivables Activity Report	AR20005	BQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Aging Detail by Unit Rpt - Microsoft Internet Explorer

Address: http://fndweb.finnan.state.vt.us/bsp/PHDEV/EMPLOYEE/HR/M/COLLECT_RECEIVABLES.RUN_AR30003.GBL?&sidePath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_P

PeopleSoft

Menu: Accounts Receivable, Pending Items, Direct Debits, Drafts, Payments, Customer Accounts, Customer Interactions, Receivables Maintenance, Receivables Analysis, Aging, Request Aging Process, Aging Detail by Unit Rpt, Aging Summary by Unit Rpt, Aging Summary by Unit Rpt, Aging by Checkfield Rpt, Aging by Reason Rpt, Build Aging Analysis Table, Review Receivables Information, Receivables Reports, Receivables Update, Accounts Payable, Settlements, Asset Management, Banking, Cash Management, Deal Management, Risk Management, VAT and IntraStat

Process Monitor

Process List Server List

User ID: JHARRIS Type: Last: 65 Minutes
 Server: Name: AR20005 Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2484670		BQR Report	AR20005	JHARRIS	02/12/2007 12:12:35PM EST	Success	Posted	Details

Go back to Aging Detail by Unit

Save Notify

Process List Server List

Process Detail Page

PeopleSoft.

Menu

- Accounts Receivable
- Pending Items
- Direct Debits
- Drafts
- Payments
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update
- Correct Posting Errors
- Unpost Groups
- Posting Results
- Pending Items
- Posting Results-Updated Items
- Posting Results-Direct Debits
- Posting Results-Drafts
- Posting Results-Upd
- Paid Items
- Report On
- Receivables AR20005
- Receivables Activity Report
- Receivables 1099s
- Receivables 1099s
- Posting Results
- Payments
- Revenue Estimates
- Revaluation
- Archive Receivables
- Request Receivables
- Update
- Out of Balance
- Customers

Process Detail

Instance: 2494669 Type: SQR Report

Name: AR20005 Description: Receivables Activity Report

Run Status: Success Distribution Status: Posted

Run Control ID: Run_AR20005_Receivable_Activ

Location: Server

Server: PSUN01

Recurrence:

Hold Request

Cancel Request

Delete Request

Restart Request

Request Created On: 02/12/2007 12:08:26PM EST

Run Anytime After: 02/12/2007 12:08:20PM EST

Began Process At: 02/12/2007 12:08:31PM EST

Ended Process At: 02/12/2007 12:08:34PM EST

OK Cancel

View Log/Trace Page

PeopleSoft.

Menu

- Accounts Receivable
- Pending Items
- Direct Debits
- Drafts
- Payments
- Customer Accounts
- Customer Interactions
- Receivables Maintenance
- Receivables Analysis
- Receivables Update
- Correct Posting Errors
- Unpost Groups
- Posting Results
- Pending Items
- Posting Results-Updated Items
- Posting Results-Direct Debits
- Posting Results-Drafts
- Posting Results-Upd
- Paid Items
- Report On
- Receivables AR20005
- Receivables Activity Report
- Receivables 1099s
- Receivables 1099s
- Posting Results
- Payments
- Revenue Estimates
- Revaluation
- Archive Receivables
- Request Receivables
- Update
- Out of Balance
- Customers

View Log/Trace

Report ID: 6887 Process Instance: 2494670

Name: AR20005 Process Type: SQR Report

Run Status: Success

Receivables Activity Report

Distribution Details

Distribution Node: FMPCWEB01 Expiration Date: 11/07/2009

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/12/2007 12:12:53:000000PM EST
ar20005_2494670.PDF	5,132	02/12/2007 12:12:53:000000PM EST
Trace File	0	02/12/2007 12:12:53:000000PM EST

Distribute To

Distribution ID Type: Distribution ID

User: JAW010

Return

Example of Report Output

http://fmsdevweb.fman.state.vt.us/reports/FMDEV/6687/ar20005_2494670.JDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address: http://fmsdevweb.fman.state.vt.us/reports/FMDEV/6687/ar20005_2494670.JDF

Save a Copy Select 55% Search Adobe Reader 7.0

Report ID: AR20005
Original Item: Overhead
Business Unit: 01110
Class Field: ALL
Remaining Amount: 0.00

Account: ALL
Program Code: ALL
Department: ALL
Affiliate: ALL
Fund Code: ALL
Project: ALL

Page No. 1
Run Date: 02/11/2007
Run Time: 12:13:51

Item ID	Item Name	Item Amount	Overhead Change Amount	Net Receivable Amount	Collected Amount	Write-off Amount	Remaining Receivable Amount
0704	ASST CHIEF OF OFFICE	4,238.00	0.00	4,238.00	4,238.00	0.00	0.00
13		284.00	0.00	284.00	284.00	0.00	0.00
11		242.00	0.00	242.00	242.00	0.00	0.00
AM001104		297.22	0.00	297.22	297.22	0.00	0.00
AM001104		864.20	0.00	864.20	864.20	0.00	0.00
AM001104		89.18	0.00	89.18	89.18	0.00	0.00
AM001104		91.04	0.00	91.04	91.04	0.00	0.00
AM001104		2,948.87	0.00	2,948.87	2,948.87	0.00	0.00
AM001104		91.04	0.00	91.04	91.04	0.00	0.00
AM001104		70.23	0.00	70.23	70.23	0.00	0.00
AM001104		261.29	0.00	261.29	261.29	0.00	0.00
AM001104		4,238.00	0.00	4,238.00	4,238.00	0.00	0.00
AM001104		7,279.00	0.00	7,279.00	7,279.00	0.00	0.00
AM001104		4,575.00	0.00	4,575.00	4,575.00	0.00	0.00
AM001104		5.00	0.00	5.00	5.00	0.00	0.00
AM001104		3,981.00	0.00	3,981.00	3,981.00	0.00	0.00
AM001104		4,238.00	0.00	4,238.00	4,238.00	0.00	0.00
AM001104		4,238.00	0.00	4,238.00	4,238.00	0.00	0.00
Customer Total:		34,433.70	0.00	34,433.70	34,433.70	0.00	0.00

End of Report

1 of 1

Start Snagit Receivables Activity... Receivable Activity... Microsoft Excel - Ac... http://fmsdevweb... 12:13 PM

VISION FINANCIALS

Table Set Customers (AR31001)

Report Information

Purpose of the Report

This report lists all customers and customer addresses within a table set.

Type of Report

SQR


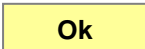
Navigation (Path) to the Report

Accounts Receivable > Customer Accounts > Customer Reports > Customers by SetID

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR31001_Table_Set_Customer)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Customer Status	Select desired Customer Status	Use drop down list to select
Customer Type	Select desired Customer Type	Use drop down list to select
Credit Analyst	Enter desired Credit Analyst	Click on magnifying glass to lookup Credit Analyst
Sales Person	Enter desired Sales Person	Click on magnifying glass to lookup Sales Person
Collector	Enter desired Collector	Click on magnifying glass to lookup Collector
Sort Option	Select desired Sort Option	Use drop down list to select
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar31001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Customers by TableSet

Find an Existing Value Add a New Value

Run Control ID: Run_AR31001_Table_Set_Customer

Add

Find an Existing Value Add a New Value

Report Request Parameters Page

TableSet Customers

Run Control ID: Run_AR31001_Table_Set_Customer

Language: English

Report Manager Process Monitor Run

Report Request Parameters

SetID: 01110 Finance & Management

Customer Status: Active Active

Customer Type: All All

Credit Analyst: FM FM

Sales Person: FM FM

Collector: FM Kim Pearson

Sort Option: Sort by Customer Name

Save Notify Add Update/Display

Process Scheduler Request Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR31001_Table_Set_Customer

Server Name: PSBURL Run Date: 02/13/2007
Recurrence: Run Time: 0:49:18AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TableSet Customers	AR31001	BQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Monitor Page

Process List [Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 4 Minutes [Refresh](#)
Server: Name: Instance: to
Run: Distribution [Save On Refresh](#)

Process List [Customize](#) [Edit](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494098		BQR Report	AR31001	JHARRIS	02/13/2007 0:49:18AM EST	Success	Posted	Details

[Go back to Customers By TableSet](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in the PeopleSoft application. The left-hand menu is expanded to 'Customers by SetID'. The main content area displays the following information:

- Process:**
 - Instance: 2494698
 - Type: SQR Report
 - Name: AR31001
 - Description: TableSet Customers
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR31001_Table_Set_Customer
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/13/2007 8:49:50AM EST
 - Run Anytime After: 02/13/2007 8:49:16AM EST
 - Began Process At: 02/13/2007 8:49:56AM EST
 - Ended Process At: 02/13/2007 8:49:57AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in the PeopleSoft application. The left-hand menu is expanded to 'Customers by SetID'. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 6915
 - Process Instance: 2494698
 - Name: AR31001
 - Process Type: SQR Report
 - Run Status: Success
- TableSet Customers:**
 - [Description Details](#)
- Distribution Node:** FMPCWEB01
- Expiration Date:** 1/10/2009
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	1,614	02/13/2007 8:49:57.000000AM EST
ar31001_2494698.PDF	7,157	02/13/2007 8:49:57.000000AM EST
Table File	0	02/13/2007 8:49:57.000000AM EST
- Distribute To:**
 - Distribution ID Type:** User
 - Distribution ID:** JHAF010

At the bottom of the page, there is a 'Return' button.

Example of Report Output

Report ID: AR31001 PeopleSoft Receivables
TABLESET CUSTOMERS

Page No. 1
Run Date 12/13/2009
Run Time 08:49:56

SETID: 01110

Customer	Name	Address Description	City	ST	Postal	Phone	Fax	Corp Cust	Type	Credit	Salas	Client	S
ST045	ARK Central Office	Waterbury						ARK	1	PM	PM	PM	A
ST001	Agency of Administration	104 State Street						Admin	1	PM	PM	PM	A
ST040	Agency of Natural Resources	ARK Central Office Waterb						ARK-CD	1	PM	PM	PM	A
ST071	Agency of Transportation	Agency of Transportation						ACT	1	PM	PM	PM	A
ST041	Aging & Disabilities	Waterbury						Aging	1	PM	PM	PM	A
ST073	Agriculture	Agriculture						AGS	1	PM	PM	PM	A
ST034	Banking, Ins, Sec & Health	DISMCA						DISMCA	1	PM	PM	PM	A
ST006	Buildings and General Ser	Albion Ave	Montpelier	VT	05405			BGS	1	PM	PM	PM	A
ST030	Center for Crime Victims	Crime Victims						Crime Vict	1	PM	PM	PM	A
ST044	Commerce & Community Deve	National Life Building						CDE	1	PM	PM	PM	A
ST054	Corrections	Corrections						Corrections	1	PM	PM	PM	A
ST031	Criminal Justice Training	Criminal Justice Council						CJTC	1	PM	PM	PM	A
ST090	Dept of Aging & Independe	General	Waterbury	VT	05676			DAIL	1	PM	PM	PM	A
ST094	Dept of Child & Family Se	General	Waterbury	VT	05676			DCF	1	PM	PM	PM	A
ST002	Dept of Information & Inn	111 State Street						D II	1	PM	PM	PM	A
ST050	Develop sMG Services	DMSS						DMSS	1	PM	PM	PM	A
ST059	Education	Education - Montpelier						DOE	1	PM	PM	PM	A
ST056	Employment & Training	Employment & Trng. Montp.						DET	1	PM	PM	PM	A
ST046	Enhanced 911 Board	911						911	1	PM	PM	PM	A
ST044	Environmental Board	Envir. Board						Env Bd	1	PM	PM	PM	A
ST043	Environmental Conservatio	Envir. Conserv. Waterbury						EC	1	PM	PM	PM	A
ST088	Example Customer	Main Office	Montpelier	VT	05401			Example Co	1	PM	PM	PM	A
ST032	Fire Service Training Co	Fire Service Trng C						FSTC	1	PM	PM	PM	A
ST041	Fish & Wildlife	Fish & Wildlife Waterbury						FWS	1	PM	PM	PM	A
ST042	Forests, Parks & Rec	Forests, Parks & Rec						FPS	1	PM	PM	PM	A
ST057	Quebec's Commission on	QCV, Comm. on Women						QCOM	1	PM	PM	PM	A
ST011	Quebec's Office	Quebec's Office						Quebec Off	1	PM	PM	PM	A

11:00 x 8:50 a

1 of 2

Done

Unknown Zone

Start

Snagit

Customers by SetID - M...

Table Set Customers - A...

http://fmdevweb.fm...

8:51 AM

VISION FINANCIALS

Unit Activity (AR60001)

Report Information

Purpose of the Report

This report shows a summarized picture of system activity.

Type of Report

SQR


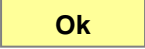
Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60001_Unit_Activity)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60001 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Business Unit Activity application. The browser window is titled 'Business Unit Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://fndwebv.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001.GBL. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity' selected. The main content area is titled 'Unit Activity' and contains two tabs: 'End an Existing Value' and 'Add a New Value'. Below the tabs, there is a text field labeled 'Run Control ID:' with the value 'Run_AR60001_Unit_Activity'. An 'Add' button is located below the text field. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The status bar at the bottom shows the time as 10:51 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Business Unit Activity application. The browser window is titled 'Business Unit Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://fndwebv.finnan.state.vt.us/bsp/FHDEV/EMPLOYEE/HR/MONITOR_RECEIVABLE_ACTIVITY.RUN_AR60001.GBL. The PeopleSoft logo is visible at the top left. A menu on the left lists various accounting functions, with 'Business Unit Activity' selected. The main content area is titled 'Unit Activity Parameters' and contains two tabs: 'Report Manager' and 'Process Monitor'. Below the tabs, there is a text field labeled 'Run Control ID:' with the value 'Run_AR60001_Unit_Activity'. To the right of this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' field, there is a section for 'Report Request Parameters' with the following fields: 'From Date:' (02/14/2005), 'To Date:' (02/14/2006), 'Unit:' (01115, F&M - Financial Management Sys), and 'Summarize:' (By Entry Type). At the bottom of the main content area, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom shows the time as 10:52 AM.

Process Scheduler Request Page

Business Unit Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/bsp/FHDEVEMPLOYEE/EMP/MONITOR_RECEIVABLE_ACTIVITY_RUN_AR60001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity PIT
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AR60001_Unit_Activity

Server Name: PSLINK Run Date: 02/14/2007

Recurring: Run Time: 10:52:24AM

Time Zone:

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	System Activity	AR60001	SQR Report	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Business Unit Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/bsp/FHDEVEMPLOYEE/EMP/MONITOR_RECEIVABLE_ACTIVITY_RUN_AR60001.GBL

PeopleSoft.

Menu

- Accounts Receivable
 - Pending Items
 - Direct Debits
 - Drafts
 - Payments
 - Customer Accounts
 - Customer Interactions
 - Receivables Maintenance
 - Receivables Analysis
 - Aging
 - Review Receivables Information
 - Receivables Reports
 - Business Unit Activity
 - Business Unit Activity PIT
 - Receivables Update
- Accounts Payable
- Settlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and IntraStat
- Excise and Sales Tax/VAT IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Set Up Financial Supply Chain
- Enterprise Components
- Government Resource

Process List

Server List

New Process Request For

User ID: JHARRIS Type: Last: 23 Minutes

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2494005		SQR Report	AR60001	JHARRIS	02/14/2007 10:52:24AM EST	Success	Posted	Details

Go back to Unit Activity

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page for Business Unit Activity. The left-hand menu lists various accounting and financial functions, with 'Business Unit Activity' selected under 'Receivables Reports'. The main content area displays the following details:

- Process:**
 - Instance: 2494805
 - Name: AR60001
 - Type: SQR Report
 - Description: System Activity
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AR60001_Unit_Activity
 - Location: Server
 - Server: PSUN01
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Clone Request
 - ☐ Cancel Request
 - ☐ Delete Request
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 02/14/2007 10:52:50AM EST
 - Run Anytime After: 02/14/2007 10:52:34AM EST
 - Began Process At: 02/14/2007 10:53:00AM EST
 - Ended Process At: 02/14/2007 10:53:07AM EST
- Actions:**
 - [Parameters](#)
 - [Transfer](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page for Business Unit Activity. The left-hand menu is the same as the previous page, with 'Business Unit Activity' selected. The main content area displays the following details:

- View Log/Trace:**
 - Report ID: 7008
 - Name: AR60001
 - Run Status: Success
 - Process Instance: 2494805
 - Process Type: SQR Report
- System Activity:**
 - [View Log/Trace](#)
- Distribution Details:**
 - Distribution Node: FMPCWEB01
 - Expiration Date: 1/1/2009
- File List:**

Name	File Size (bytes)	Dateline Created
Message Log	1,604	02/14/2007 10:53:07.000000AM EST
ar60001_2494805.PDF	2,591	02/14/2007 10:53:07.000000AM EST
Trace File	0	02/14/2007 10:53:07.000000AM EST
- Distribute To:**
 - [Distribute To](#)
 - [Distribute To](#)
 - User: JHARRIS

At the bottom of the page, there is a 'Return' button.

Example of Report Output

http://fmdevweb.finan.state.vt.us/pereports/FMDEV/7006/ar60001_2494005.PDF - Microsoft Internet Explorer

Address: http://fmdevweb.finan.state.vt.us/pereports/FMDEV/7006/ar60001_2494005.PDF

Report ID: AR60001
Business Unit: 01115
Summary Option: By Entry Type

Business Unit: 01115 F&M - Financial Management Sys

Beginning Balance: 1,051,265.00 US

ENTRY TYPE	AMOUNT
Credit Memo	(0.01)
Maintenance	0.00
On Account	(30,791.00)
Payment	(3,694,633.99)
Wire	4,295,964.00

Ending Balance: 1,621,804.00 US

18.70 x 10.67 in 1 of 2

Start Snagit Business Unit Acthi... Accounts Receivab... Unit Activity - AR60... http://fmdevweb... 10:55 AM